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ABSTRACT

The kit and flyer explore employee benefits offered to professional staff by member institutions of the Association of Research Libraries (ARL). To find out about these benefits, ARL surveyed its 119 members in 1993, and received 71 replies. Of responding libraries, 100% provide health care insurance, 69% have a major medical plan, while 86.4% provide a dental insurance option and 91.9% have a life insurance plan. The benefit rate is usually a percentage of salary or a fixed dollar amount. One of the standard benefits offered is a retirement plan, with 68% offering Social Security or the equivalent as a retirement plan and about 53% offering a defined contribution plan (retirement based on total contributions and the return on investments). Only 0.8% do not offer some type of sick or annual leave. Fifty-seven percent allow professional leave to conduct research. Educational benefits are among the perks offered, with 77% offering a study privilege. Recent economic trends are making benefits more important to employees, and libraries appear to be responding to their concerns. A total of 31 policy statements from 19 libraries are included that address general benefits; sick, annual/vacation leave; disability leave; sabbatical and research leave; and educational benefits. A copy of the questionnaire and a list of 20 selected readings are also included. (SLD)

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SPEC

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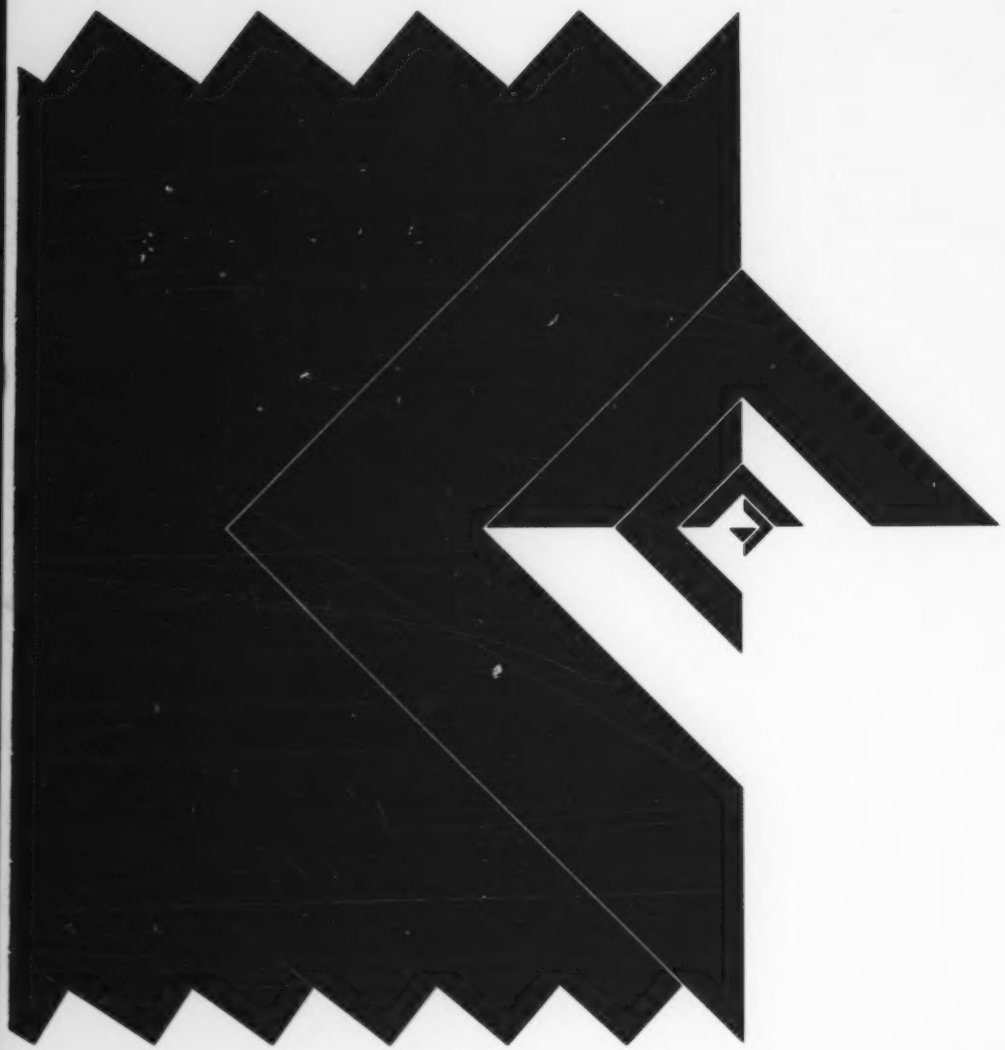
Kit 197

Benefits for Professional Staff in ARL Libraries



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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 197

Benefits for Professional Staff in ARL Libraries

October 1993

INTRODUCTION

In recent years, employee benefits have changed more dramatically than any other area in the field of human resources. Gone are the days when an employee happily collected a paycheck and asked for little more. The workforce of the 1990s is demanding, and expecting, more than a simple salary. Employee benefits packages, along with salaries, have become an important component in recruitment and retention strategies.

In some cases, a benefit package has been an important deciding factor in determining whether to accept one position over another. According to a survey conducted in 1992 by the Employer Benefit Research Institute, 75% of the workers surveyed considered employee benefits as very important when deciding to accept or reject an offer. This is up from 57% in 1990 and 70% in 1991.

As a reflection of this upward trend in the importance of employee benefits, employers are spending an increasing amount of their wages budget on benefits. These percentages vary substantially among libraries and businesses, ranging from 20-60%, for an average of 37% of the wage budget going towards employee benefits.

SURVEY RESULTS

In order to gather more information on the various benefits offered to professional staff by ARL institutions, the ARL Office of Management Services conducted a survey of its 119 members Summer of 1993. These benefits range from the standard retirement and health care plans to parking and home use of library equipment. Surveys were completed by 71 libraries (a 59% response rate).

The majority of libraries responding provide benefits on a "cafeteria" plan. Of these libraries, 100% provide health-care insurance, 69% have a major medical plan, 86.4% provide an option of dental insurance, and 91.9% have a life insurance option. The benefit rate (sometimes also referred to as a "fringe" rate) is usually either a percent of the salary or is a fixed dollar amount. In some cases, both methods are used to calculate benefits. Of the respondents, 37 reported a fixed benefit rate, 31 use a percent rate, and six reported using both. The average benefit rate is 20.2%. The benefit percent rate ranged from a low of 3% to a high of 39.8%. In some cases, the figure reported was the "fringe rate," which, at times, is not the same as the rate used to calculate contributions to retirement.

Retirement Benefits. One of the standard benefits offered by any organization is a retirement plan. Sixty-eight percent of the libraries reporting offer Social Security (or equivalent) as a retirement plan and 52.8% offer a defined contribution plan. A defined contribution plan is one under which no specific payment is guaranteed. Instead, the employee's retirement benefit is based upon the total amount of contributions made to the employee's account and the return on investments of such contributions. Participation in a university retirement plan is offered by 35.8%. Participation in Social Security is mandatory in a few institutions, and some of these institutions also allow a choice or a combination of the other plans to complement Social Security contributions. Tax-deferred annuities have been gaining popularity in the past 5 years. Sixty-three respondents indicated that their professional staff were given the option of enrolling in a tax-deferred annuity plan.

Leave Policies. Nearly 100% of the reporting libraries hire on 12-month appointment basis. Only a very few (.8%) did not offer some type of sick or annual leave. While the majority of professional staff earn a fixed number of hours per month, some institutions calculate annual leave according to years of service. Others allot a fixed number of days to their staff to be used as annual/vacation leave. On an average, annual leave is earned at a rate of 14.6 hours/month or 22 days/year. Nearly all libraries responding (82%) have an annual leave maximum accrual of approximately 40 days.

The amount of sick leave granted to professional staff tends to be fairly consistent, with 64 of the reporting institutions earning an average of 9.2 hours/month. In a few institutions, a predetermined amount of sick leave is given each staff member at the beginning of the year. Of those institutions, 42% had a maximum accrual of sick leave at an average of 250.8 days. (This average is skewed somewhat by the four institutions who reported sick leave caps of 900+

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days.) The majority reported a cap of an average of 193 days. Forty-seven of the reporting libraries do not have provisions for a catastrophic leave pool. Of those 18 libraries that do, 9 pool sick leave and 5 pool annual leave, with the remaining using a combination of short-term disability or long-term disability insurance.

Sabbatical leave policies exist in 27 of the libraries reporting. Of those, 19 are granted up to 6 months at full pay, and 15 can take a sabbatical of 12 months at 1/2 pay. Other sabbatical combinations are 12 months at 2/3 pay, 12 months at 3/4 pay, and 6 months at 3/4 pay. Six reported that, while they don't have sabbatical provisions, they do allow research leaves that vary in length from a few days up to one year.

Meetings and conferences are the overwhelming "leave" category. Ninety-seven percent of the reporting libraries allow paid administrative leave to attend conferences and meetings. Of those, 11% allow administrative leave to interview for other employment. For the most part, there were no time restrictions, but nearly everyone mentioned that, while there were no restrictions on the number of days used to attend conferences and meetings, it generally is thought to be the length of the conference plus travel time. Also mentioned as legitimate use of administrative leave are jury duty, workshops, and *pro bono* consulting.

Fifty-seven percent allow professional leave to conduct research. Some libraries build in one day a week, while others have an unlimited amount of leave time, depending on the project. Leave without pay is allowed by 94% of the libraries reporting. The time allowed ranges from 15 days to 2 years with the average being 295.87 days.

Perks. While most of the benefits mentioned above are considered standard, there are several amenities offered by libraries that may give an "edge" to that institution. A policy allowing home use of outdated office equipment (primarily computers) is offered by four libraries. Free online searches and university bookstore discounts were the most popular of the "perks" reported. Nearly 50% of the respondents noted that their professional staff are allowed discounted special event tickets. Along with these extracurricular activities, another 50% have discount health/athletic club fees, and 28% provide free access to their university athletic facilities.

With the growing number of double-career households and single-parent families, day care issues have become important. It is not unusual for large corporations in larger cities to provide on-site day care. Forty-four percent of those ARL institutions responding provide some type of day care for a fee. It is interesting to note that of these, nearly all are associated with a college or a university.

Educational Benefits. Continuing education is an important facet of advancement in one's profession. Recognizing this, 77% of those responding grant a study privilege. The number of hours or courses allowed per year vary from 2 to 6 courses per year. The average is 9.6 semester hours per year. Dependent/spouse study privilege has become somewhat of a drawing factor now that the baby boomers have college-age children. Thirty-six of those responding have a spouse/dependent study privilege at their institution. While 52% of these provide a 100% tuition waiver, 27% provide a 50% tuition waiver. Correlating to this, 21% are allowed a reciprocal study privilege at neighboring college/universities.

Part-time Staff. The utilization of part-time staff has been on the rise. One of the factors accounting for this rise is the high cost of providing benefits to full-time staff. While many institutions have provisions for providing regular part-time staff with benefits, temporary part-time staff often are given a salary with no "fringes" attached. Of the 71 reporting libraries, 31 (43.6%) make a distinction between part-time temporary staff and part-time regular staff. Of these, 50% provide no benefits to their temporary part-time staff. Some benefits that may be available to temporary part-time staff are sick and annual leave and the ability to purchase health care insurance under a group policy.

ISSUES AND TRENDS

As in no time period in the past, demographics is playing a very important part in the structuring of benefits for our professional workforce. As the economy strengthens, workforce shortages will occur. Women will continue to return to work (especially in higher management positions). Considering this, as well as the increase in single-parent families, family-supportive benefits will increase in importance. Recent studies have shown that both men and women are now putting more emphasis on their employment benefits than on the size of the paycheck. Nontraditional benefits such as flexible work schedules, including release time to work at home, day care and other family care, continuing education for both the employee and dependents, as well as a higher level of coverage for health and related care will play an important role in the benefit package.

Benefit plans must be flexible to allow growth and change. They will need to be structured to attract top staff and, in turn, will need to be competitive to ensure retention of staff. Quality-of-life or "self-improvement" benefits (such as wellness programs, educational benefits, sabbaticals/research leave, and health club memberships) will become more important.

This Kit and Flyer was prepared by Teri R. Switzer, Assistant Professor and Personnel Librarian, Colorado State University, and was prepared as part of the OMS Collaborative Research/Writing Program.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Benefits for Professional Staff in ARL Libraries

A SPEC Kit compiled by

Teri R. Switzer
Colorado State University

October 1993

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In 1993, the Systems and Procedures Exchange Center (SPEC) celebrates its 20th year of promoting experimentation, innovation, and improved performance in the field of library management through the publication of the SPEC Kit series. Established in 1973, the primary goal of the SPEC Program is the identification of expertise and the encouragement of its exchange among library staff. SPEC serves as a central information exchange among ARL members and other members of the library community world-wide for information useful for strengthening library operations and programs. Through survey and review processes, SPEC gathers, analyzes, and distributes information on the management of human and material resources in libraries, including current library issues, trends, and management techniques.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 197

Benefits for Professional Staff in ARL Libraries

October 1993

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Teri Switzer, Colorado State University

DATE: 12 July 1993

SUBJECT: SPEC Survey on Professional Employee Benefits

NOTE: Please give this questionnaire to your library's personnel officer/librarian

This Spec Kit is designed to gather information and documentation on several benefits offered to library professional staff. A SPEC kit featuring responses and documentation from ARL institutions replying to this survey will be published in late 1993.

If available, please submit documents relating to the following aspects of your institution's employee benefits:

- policy on study privilege
- policy on sabbaticals, administrative leave and leave without pay
- policy relating to sick and annual leave
- other pertinent policies relating to employee benefits

If you have questions, contact Teri Switzer, Colorado State University Libraries, Fort Collins, CO 80523. Phone: 303-491-1834. Fax: 303-491-1195. Internet: tswitzer@vines.colostate.edu

Please return this survey and supporting documents to Teri Switzer by **August 30, 1993**. Thank you for your assistance.

SPEC SURVEY - PROFESSIONAL EMPLOYEE BENEFITS

Library/Institution:_____
Contact Person:_____ Title:_____
Phone:_____ Email:_____ Fax:_____

1. What type of retirement plan is available to professional staff? (Mark all that apply)

22 (a) state retirement plan	39 (b) defined contribution
29 (c) optional retirement plan	28 (d) university plan
50 (e) social security	26 combination of those marked
7 choice of those marked	(please briefly explain)

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202 296 8656 FAX 202 872 0884

2. Are professional staff given the option of enrolling in a tax-deferred annuity contribution plan?

   63 yes 8 no

3. In general, are professional staff benefits 37 fixed or 31 a percent of salary? If a percent, what is the percent? 20.2 percent of salary.

4. Does your institution provide benefits on the "cafeteria"/select benefits plan?

   38 yes 30 no

5. Mark the items available for coverage under the "cafeteria" plan:

   38 health insurance
   33 dental insurance
   26 long term disability
   35 life insurance
   3 financial planning
   25 major medical insurance
   12 vision insurance
   14 short term disability
   4 legal aid
   ___ other (list)
   auto insurance, home insurance, accidental death

6. Are your professional staff hired on ___ 9 month appointments or 59 12 month appointments or ___choice? If 9 month appointment, is the contract ___ September - May ___ other (briefly describe)
   11 month appointment (1); 10 month appointment (2)

7. Do your 12-month professional staff earn annual leave?

   66 yes 5 no

   If yes, how many hours per month? 14.6 hours/month

8. Is there a maximum accrual or cap on annual leave?

   60 yes 5 no

   If yes, what is the maximum accrual in hours? 320 hours

9. How many sick leave hours are earned by the 12-month staff each month?

   9.2 hours/month

10. Is there a maximum accrual or cap on sick leave?

    23 yes 33 no

    If yes, what is the maximum accrual in hours? 1600 hours

11. Do your 9 month appointments earn 9 sick leave and/or 10 annual leave?

12. Does your institution provide a catastrophic sick leave pool for professional staff?

    18 yes 47 no

    If yes, is 9 sick leave or 5 annual leave contributed?

13. Are your professional staff eligible for sabbatical leave?

    27 yes 36 no

    If yes,

    19 6 months full pay
    16 12 months 1/2 pay
    ___ other (please describe) 12 months - 2/3 pay; 12 months - 3/4 pay; 3 months - full pay; 5 months - full pay

14. Does your institution allow administrative leave to attend
69 conferences 69 meetings 8 job interviews
___other (briefly list)workshops, pro bono consulting, union activities___
Is there a time limit? (Briefly explain)

15. Does your institution allow leave without pay?
64 yes 4 no
If yes, is there a maximum number of days allowed? 295.87 # days

16. Does your institution have provisions for accelerated retirement?
28 yes 41 no

17. Does your institution have provisions for transitional retirement?
24 yes 41 no

18. Rather than surplusing or selling older, outdated computer equipment, are professional staff permitted to take the equipment home for personal use?
4 yes 65 no
If yes, please submit policy and any procedures you may have detailing this.

19. Does your library grant time-off (professional leave with pay) to conduct personal research and/or writing?
39 yes 28 no
If yes, how much time?_____hrs/week or ____ days/month
This varied from 4 hrs/wk to 60 days/yr.

20. Mark those items that are provided your professional staff for personal research or writing:
28 free online literature searches 6 discount photocopying
4 discount online literature searches 17 free photocopying
15 discount book purchase through library
5 discount book purchase through local bookstore
21 discount book purchase through university/college bookstore

21. Mark those items that are provided your professional staff:
5 free bus/public transportation service
8 discount bus/public transportation service
9 free parking
7 discount parking
___ other (list)
own shuttle (5); research funds (1)

22. Are professional staff granted a study privilege?
55 yes 8 no 7 N/A
If yes, how many credit hours or courses per year are allowed
9.6 hours/year 3 courses/year
Are there fees associated with the study priviledge? varied amount

23. Is there a spouse/dependent study privilege in effect at your institution?
38 yes 27 no 4 N/A
If yes, is the tuition a 18 full waiver or 5 percent waiver?
What is the waiver percent? 50 %

24. Do area/state universities or colleges grant a reciprocal spouse/dependent study privilege to your professional staff?

13 yes 54 no

If yes, is the tuition a 3 full waiver or 4 percent waiver?

What is the waiver percent? 30-100%

25. Are professional staff given an opportunity to attend the following:

41 athletic events

41 discount 0 free

34 theatre

34 discount 0 free

33 musical events

29 discount 4 free

16 N/A

26. Are professional staff allowed access to

5 local health/athletic clubs at a discount fee

58 university/college athletic/exercise facilties at either

36 discount 22 free 2 N/A

27. Is Emeritus status given to retired professional staff?

37 yes 27 no 2 N/A

28. Is day care provided either for a 31 fee or for 0 free to your professional staff?

29. Do professional staff receive an allowance to purchase:

3 professional journals for personal use

3 professional dues

30. If your library employs part-time professional staff, is there a difference in benefits allowed the PERMANENT part-time librarian and the TEMPORARY part-time librarian?

31 yes 14 no

If yes, briefly describe.

Most libraries reported that part-time temporary staff received no benefits; 6 reported that the part-time temporary staff receive annual leave; and four reported that they receive sick leave. It should also be noted that most institutions mentioned that their permanent part-time staff receive benefits on a pro-rated basis.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

BENEFIT POLICIES
GENERAL

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

University of Alberta
Edmonton

Pension and Benefits Administration

Canada T6G 2E7

302 Assiniboia Hall, Telephone (403) 492-4555

FULL-TIME ACADEMIC STAFF

Enclosed is important information regarding staff benefits. Please review the following carefully and return applications where applicable as soon as possible.

1. Social Insurance Number

   Be sure to insert your Canadian Social Insurance Number on all forms where required. If you do not have one, leave the spaces blank. Obtain an application card from the Payroll Office (Room 105 Administration Building) and apply for one immediately to ensure proper credit of your Canada Pension Plan and Unemployment Insurance premiums.

2. Employee's Tax Deduction Form TD1

   The Income Tax regulations state that only those employees claiming dependents are required to file with his/her employer the prescribed form TD1 certifying the amount of personal exemptions.

3. Canada Pension Plan

   All staff members are required to participate in the Canada Pension Plan immediately upon appointment. Contributions are deducted from salary at the rate of 2.3% of monthly salary in excess of $250.00 until the established maximum annual contribution has been reached. This maximum may change from year to year; in 1991 it is $632.50. The University matches the contributions of the staff member.

4. Unemployment Insurance

   All staff members are required to pay Unemployment Insurance on the first $2,948.33 of monthly salary at the rate of 2.25%.

5. Alberta Health Care Insurance

   Registration is required of all residents of Alberta. The University pays the full premium. An application form is required and is enclosed for your completion.

6. Supplementary Health Care

   Hospital and other service benefits are designed to complement the Alberta Health Care Plan. Staff are automatically covered and no application form need be completed. Details of the plan are covered in the Benefits Booklet. Claim forms are available from this office. The University pays the entire premium.

7. Visioncare

   The plan provides reimbursement for a portion of the expense of purchasing glasses or contacts. Staff are automatically covered and no application form need be completed. Details of the plan are covered in the Benefits Booklet. Claim forms are available from this office. The University pays the entire premium.

8. Accident Insurance Plan

   A group plan is in effect for all staff while travelling on University business. The University pays the entire premium. Details of the plan are provided in the Benefits Booklet.

9. Group Life Insurance

A description of the plan and group application form is enclosed. Staff are covered from the date of appointment and the University pays the premium on the basic life insurance. Optional life and optional dependent life insurance are available. Details of the plan are covered in the Benefits Booklet.

10. Accidental Death and Dismemberment

Participation is voluntary. Coverage in units of $30,000.00 to a maximum of 4 units is available. The premium rate is $1.00 per unit per month. A certificate covering the conditions will be issued.

11. Group Total Disability Benefits Insurance

The group long term disability insurance policy provides immediate coverage to all eligible staff members. The premium is paid by the University. A description of the plan is enclosed.

12. Dental Plan

The dental plan provide immediate coverage for you and eligible dependents. Details of the services covered and the level of reimbursement can be found in the benefits for Academic Staff Booklet.

Please note, under the "How to Claim" section, it is stated that a treatment plan should be submitted to Sun Life if the fee is more than $300. This amount has been increased to $600. Dental claim forms reflect this change.

13. Workers' Compensation

All employees of the University are covered by the provisions of the Workers' Compensation Act. This is designed to provide security to persons injured or disabled by accidents arising out of, and in the course of their employment. Employees are required to report all accidents and to complete a report within twenty-four (24) hours.

14. Universities Academic Pension Plan

Participation is immediate and mandatory from the date of appointment for all eligible staff members. The members contribution rate is six percent (6%) of regular salary. The University is required to contribute at seven percent (7%) of salary. A summary of the main provisions of the plan is enclosed. Please complete and return the enclosed Designation of Beneficiary form (PF2) and Record of Service (PF135).

15. Faculty Club

Membership is open to all Academic staff members on a voluntary basis. Applications must be made directly to the Faculty Club at 492-4231.

16. Parking

Permits are available from the Parking Office, Education Car Park. Fees may be paid by payroll deduction. Contact the Parking Office at 492-3811.

17. Banking of Cheques

Salary cheques may be deposited to your bank automatically each month. Complete the enclosed banking form if you would like to have your cheques deposited.

18. Staff Association

All full-time Academic staff, on appointment become members of the A.A.S.U.A. Although membership in the Association is automatic, the member has the option of whether or not he pays the annual dues. Dues are automatically deducted unless the staff member opts out in writing annually. Rates are established each year on the basis of rank.

19. Physical Education Building Privileges

Staff members may obtain faculty privilege cards to enable them to use the facilities of the Physical Education Building. Contact the A.A.S.U.A. office at 492-5321.

20. Library Privileges

All Academic staff are entitled to full library privileges. Application for a library card should be made at the main desk of the Cameron Library.

21. Professional Expense Allowance

The University will reimburse the staff member for allowable professional expenses which relate to the individual's responsibilities at the University to a maximum of $930.00 per year (90-91) for Faculty, Librarians and Faculty Service Officers and $665.00 per year for Academic Professional Officers.

22. Remission of Tuition Fees

The University will remit tuition fees for a staff member who, with the approval of their department, enrols in credit or non-credit classes offered by the University of Alberta. Remission is limited to one course per Academic Session.

23. Removal Allowance

Full-time staff are eligible to receive a removal allowance to assist them in defraying the cost of their move to Edmonton.

24. Faculty Housing Loans Guarantee

See Appendix B of the Agreement.

25. Vacation

Full-time staff are initially eligible for holiday entitlement of 22 working days.

26. President's Advisory Committee on Sexual Harassment

In 1982 the President formed an Advisory Committee on Sexual Harassment (PACSH) to receive and investigate complaints of sexual harassment, and to educate the University community about sexual harassment.

If you have any questions about sexual harassment or about how the committee works, call 492-8255. A descriptive pamphlet is enclosed.

If further information is required, please contact our office at 492-4555.

Revised January 1991

ACF004
DKT: A01

VII. UNIVERSITY SERVICES AND POLICIES RELATED TO FACULTY WELFARE

Compensation

The large majority of faculty at Auburn University, especially those involved primarily in the instructional program, are employed on a *nine-month basis*, i.e., for the fall, winter, and spring quarters of the academic year. Academic administrators and certain faculty, particularly those in some professional schools or those whose terms of employment may include a joint appointment of teaching and formal research assignments, are employed on a *12-month basis*. No additional compensation is paid to academic administrators or other full-time administrative staff who participate in the University's instructional program.

Nine-month faculty are paid in ten checks to accomplish a direct correlation between effort and compensation. Salary checks are issued by the Business Office on the last day of the month; if the last day falls on a Saturday or Sunday, checks are issued on the previous Friday. The exception to the rule is at the end of Spring Quarter. The final checks for the nine-month period are issued on June 15.

Nine-month faculty may receive teaching appointments for the Summer Quarter depending on student enrollment and resources of the institution. Those receiving full-time appointments for the Summer Quarter are compensated at the rate of 30 percent of their nine-month salary. Summer compensation is issued in four checks, again to correlate effort and pay. The checks will be disbursed June 30, July 31, August 31, and September 15.

Insurance Benefits

Group Health Care Plan

Continuing, full-time employees are eligible for group health insurance for themselves and their dependents. The plan includes both

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Basic and Major Medical Benefits. More detailed information concerning the Group Health Plan may be obtained from the Payroll and Employee Benefits Office. Booklets describing the plan are also available.

Officially retired employees may continue coverage provided they have completed at least 10 years continuous service with the University immediately prior to retirement, and provided they were continuously insured under the policy for at least six consecutive years immediately prior to retirement.

Group Life Insurance

Continuing, full-time employees of Auburn University have available to them a choice of two basic plans of life insurance:

Schedule I: $3,000
Schedule II: $15,000

They may also consider an additional plan, Schedule III. Each employee who has selected coverage under either Schedule I or Schedule II and who is not insured under the Federal Group Life Insurance Plan may apply for the additional group life and accidental death and dismemberment insurance. Schedule III is based on salary.

Officially retired employees may continue coverage provided they have completed at least 10 years continuous service with the University immediately prior to retirement, and provided they were continuously insured under the policy for at least six consecutive years immediately prior to retirement. Schedule I reduces to $1,000 coverage and Schedule II to $2,000 upon retirement. Schedule III reduces at the rate of 2% per month, subject to a minimum amount of 25% of the basic amount of life insurance.

Conversion privileges upon termination and disability benefits are available. More detailed information may be obtained from the Payroll and Employee Benefits Office.

Continuation of Insurance Coverage While on Leave

For regulations concerning continuation of both health and life insurance coverage while on Professional Improvement Leave, see section entitled "Leave Policies for Academic and Administrative Staff — Professional Improvement Leave." For eligibility criteria for continuation of insurance coverage while on personal leave without pay, contact the Payroll and Employee Benefits Office, 303 Samford Hall.

The benefits described above are the ones in effect at the time of this printing.

Long-Term Disability Insurance

Employees after three years' continuous, full-time service become eligible for certain benefits under a Long-Term Disability Insurance plan. The plan consists of two parts: (1) Salary Continuation during the first 180 days of disability, and (2) Long-Term Disability Insurance beginning with the 181st day. There is no premium charge to employees. Detailed information and eligibility requirements can be obtained from the Payroll Office.

Unemployment Insurance

Auburn University is subject to the provisions of Alabama's Unemployment Compensation Law. At the present time no employee tax is being deducted from the employee's earnings and the program is financed by Auburn University. This insurance provides unemployment compensation for University employees who are eligible and qualify for this protection. Additional information regarding this program can be obtained from the Office of University Personnel Services.

Retirement

Social Security

Social Security is mandatory for all employees except those covered by Civil Service.

Teachers' Retirement System of Alabama

Teachers' Retirement is mandatory for all academic employees with 50 percent or more of a full-time workload. The exceptions are temporary personnel who work less than an academic year.

At present, each member of the Teachers' Retirement System contributes five percent of his or her salary and the state provides funds to match the retiring member's accumulated contributions and interest. If the employee leaves the Alabama Education System, contributions are returned upon application. No person who has attained the age of 61 shall become a member of the system unless he or she was previously a member of either the Teachers' Retirement System of Alabama or the Alabama Employees' Retirement System. A teacher who became a member after October 1, 1963, must have at least ten creditable years of service in order to be eligible for retirement benefits at age 60. Members who have not less than 30 years of creditable

service may retire with full benefits, without regard to age. Retirement is compulsory on the June 30th following the seventieth birthday.

The Teachers' Retirement System of Alabama provides that any teacher who retires shall receive a maximum retirement benefit of not less than 2.0125 per cent times the number of years' creditable service times average annual salary, using the best three of the last 10 years' service.

Upon the application of a *member in service*, any member who has had 10 or more years of creditable service may be retired on a disability retirement allowance not less than 30 nor more than 90 days next following the date of filing such an application provided that the Medical Board, after a medical examination of such member, shall certify that the member is mentally or physically incapacitated for further performance of duty, that such incapacity is likely to be permanent, and that such member should be retired.

Federal Civil Service Retirement

Federal Civil Service Retirement is mandatory for certain full-time, continuous employees of the Cooperative Extension Service.

TIAA-CREF
(Teachers Insurance and Annuity Association-College Retirement Equities Fund)

All regular, full-time, budgeted faculty members with a rank of assistant professor or above and all regular, full-time, budgeted staff members whose annual salaries are equivalent to or above the minimum set forth in the current salary scale of an assistant professor are eligible to participate in the Teachers Insurance and Annuity Association (TIAA) -College Retirement Equities Fund (CREF). Since details of the plan change from time to time, current information regarding the amount of contribution by the participant and the University, benefits, and other provisions may be obtained from the Payroll Office. Regular, full-time budgeted employees unable to satisfy requirements for eligibility shall be permitted to contribute to the plan; the University, however, shall not match such contributions.

Leave Policies For Academic And Administrative Staff

Vacation Leave

Full-time faculty on nine-month appointments receive the usual national holidays observed by the institution: New Year's Day, Inde-

pendence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. Additional holidays may be designated by the President. When a holiday falls on a Sunday, the Monday following is observed as the holiday. The intervals between quarters offer opportunity to faculty for vacation and the development of scholarly and professional work. However, faculty are expected to be available during this time for registration duties, committee work, and other assignments pertinent to the academic program within the limits of the appointment period.

Full-time faculty and administrators on a 12-month basis and Alabama Cooperative Extension Service employees earn 160 work hours of vacation for each calendar year of service, cumulative up to two years (320 hours). Their vacations are arranged with the department head and the dean or director for periods convenient to the work of the University, except that such leave may not exceed the amount earned. Vacation leave will accrue during professional improvement leave with pay and sick leave, but not during any other leave of absence without pay. Annual leave forms are sent to Personnel Services, where these records are maintained.

Full-time faculty or academic staff on 12-month basis who have completed a minimum period of one year's service may be granted terminal leave for unused vacation leave, to a maximum of one additional month's pay, upon recommendation of the dean or director. A faculty member moving from a 12-month to a nine-month appointment will not carry forward accrued vacation leave since there would henceforth be opportunity for vacation periods between quarters.

Sick Leave

Full-time faculty and administrators, both nine- and 12-month appointees, and Alabama Cooperative Extension Service employees accrue sick leave at a rate of eight hours for each month of employment with no limitation on the maximum number of hours that can be accrued. Faculty on both nine- and 12-month appointments and academic administrators should record these absences on the appropriate University leave form. Leave forms are sent to the Office of University Personnel Services, where all sick leave records are kept. Sick leave will not accrue during any leave of absence without pay.

Professional Improvement Leave

Without pay—Leave without pay may be granted for appropriate professional improvement leave. Such leave is approved for a maximum of one year and generally may not be extended for more than one

additional year. Faculty members on leave without pay have no formal obligation to return to Auburn, but are expected to give adequate notice (generally at least six months) if they decide not to return. On formal request by the faculty member, the University will continue in force group life and hospital/medical insurance programs, making the institution's regular contributions. However, in cases where the professional improvement leave takes the form of employment with a government agency or with a firm or business relevant to the faculty member's field of specialization, such University benefits will not be available if fringe benefits are provided by the temporary employer. If the faculty member does not return to Auburn University for at least one academic year after such leave, the University must be reimbursed for its contributions to his insurance program. Generally, non-tenured faculty are not eligible for professional improvement leave. A minimum period of five years of University full-time service must be completed by professional staff in non-tenurable positions before they become eligible for professional improvement leave.

With pay—Within the resources available, the University grants leave with pay for approved professional improvement activities in keeping with the following conditions:

One quarter at full salary or two quarters at half salary may be granted after 15 quarters of full-time service. Such leave may be cumulative but in no case extends beyond four quarters, whether on full or half salary.

The application must be accompanied by a proposed program which gives reasonable promise of contributing to the improvement of the applicant's professional services to Auburn University. The application should be submitted through the department head and the dean to the office of the Vice President for Academic Affairs at least two quarters in advance of the proposed leave quarter.

Faculty members on leave with partial compensation may receive fellowship support or part-time teaching or research appointments which do not interfere with their programs, provided that in no instance is the compensation for the period of the leave to be greater than the total University salary would have been during that period.

All academic staff members of the Cooperative Extension Service will accrue 20 days (official work days) of study leave for each year of active employment. The maximum number of study leave days a staff member may accumulate at any given time is 120 days.

At the discretion of the Dean and Director of the Alabama Cooperative Extension Service, study leave may be granted for up to 120 days at full salary or 240 days at half salary. Study leave with full salary may be granted after a staff member has completed a minimum of

three continuous years of employment with the Alabama Cooperative Extension Service. During the third year of employment, the staff member may be approved for full-time study leave for one quarter or one semester. Employees requesting full-time study leave must complete forms EMS-13, "Application For Leave For Professional Improvement," and the "Supplemental Application For Leave For Professional Improvement" and submit these through appropriate supervisory and administrative channels. The forms must be reviewed and signed by appropriate supervisory and administrative officials at least 30 days before the date study leave is to begin.

With approval of the Dean and Director, staff members who have completed one year of employment with the ACES may take up to five quarter or semester hours of course work while remaining in full-time employment status. Staff members requesting part-time study leave must complete an "Application For Study Leave Form" and submit it through appropriate supervisory and administrative channels. This form must be reviewed and signed by appropriate supervisory and administrative officials at least ten days before class begins.

Staff members on full-time study leave will be charged leave at the rate of five days per week, except official University holidays, and will not accumulate additional study leave during this period. Employees on full-time study leave with full salary will accrue vacation and sick leave at the regular rate. Employees on full-time study leave with half salary will accrue vacation and sick leave at half the regular rate.

Staff members approved for part-time study will be charged leave at the rate of one-half day per week or a total of five days per quarter, or seven and one-half days per semester.

Study leave for the Ed.D. or Ph.D. will not be approved for any ACES employee to attend an institution from which that individual already holds the bachelor's and master's degrees.

If a staff member's application for study leave is approved, whether at full or half salary, the staff member accepts with a commitment to return to work with the ACES, Auburn University, for a period of time equal to that taken as study leave; or in lieu of returning to work for the ACES, the staff member agrees to refund the organization the equivalent of all salary received during the period in which the full-time study leave was approved.

Study leave as referred to above shall include leave taken to pursue one or more of the following activities:

1. Graduate work in agriculture, home economics, or closely related fields.
2. Regional Extension short courses or other similar training activities.

3. Meetings of relevant professional associations, societies, or organizations.
4. Organized study involving field trips, tours, or visits to other areas to observe new methods, research, or innovations in agriculture or home economics when taken through approved programs and when study is determined by the Dean and Director to be of benefit to the Extension Service and to the staff member.

Military Leave

An employee who is an active member of the Alabama National Guard or Naval Militia or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard may be granted a leave of absence for training or other service upon submitting a request for such leave along with a copy of his orders to his department or division head. Such leave, if for 21 working days or less per calendar year, will be with full pay. Leave with pay for the 21 days is intended to be applicable only to those relatively short periods of military duty, e.g. four weeks or less, necessary for the employee to retain his *active reserve* status; the policy is not applicable for the first four weeks of longer periods of *active duty*.

A faculty member may be granted a one-year leave of absence without pay to enter military service. His/her status as a faculty member of the University is preserved as of the date the leave becomes effective, except that he/she must seek reinstatement within 90 days of his/her separation from the service. Though he/she may choose to continue Schedule I or II of the Group Life Insurance Plan during such leave, he/she cannot continue Group III or his/her hospitalization insurance.

Emergency and Funeral Leave

Faculty and administrative members of the academic staff may be granted leave with pay in cases of serious illness or death in their immediate families. Maximum leave of three days for a death in the immediate locality or five days when outside the local area is considered appropriate.

Appearance in Court

Faculty members and administrators are excused from their duties without loss of pay when subpoenaed to regular court duty, as juror or witness. Those called upon as expert or professional witnesses and receiving pay in excess of the amount paid by regular court must take annual leave for this service.

Enrollment in University Courses

Permission to enroll in courses is granted to full-time members of the University faculty and academic staff. No registration fee is charged if the staff member enrolls for no more than five credit hours; however, the faculty member will pay the regular credit hour fee. Such permission is each time granted for one quarter only and must be obtained at the beginning of each quarter of desired attendance. Enrollment under this special program of admissions does not constitute admission to or formal matriculation at the University as a regularly enrolled student (degree candidate).

Prior to enrollment, the faculty or staff member should obtain certification as to full-time status from the appropriate academic dean or the Vice President for Academic Affairs. Certification forms are available in the Admissions Office, Martin Hall, or the office of the Vice President for Academic Affairs, Samford Hall.

No Auburn faculty member with the rank of assistant professor or higher may enroll in a graduate degree program at Auburn. Faculty with the rank of instructor normally are not admitted to graduate degree programs; requests for exceptions should be directed to the Dean of the Graduate School. Full-time instructors may not register for over five hours per quarter. All residence requirements for graduate degrees must be cleared with the Dean of the Graduate School.

Administrative members of the academic staff normally are not admitted to graduate degree programs. Questions regarding possible eligibility for degree programs should be referred to the Dean of the Graduate School.

Secretarial and Clerical Assistance

Secretarial assistance is customarily provided faculty members within their departments. Such assistance is usually limited to the handling of correspondence or the preparation of classroom materials, although use of the secretarial staff by faculty to assist in preparation of professional manuscripts normally is available within the departmental framework. Such work, of course, should not be permitted to interfere with or retard the handling of official University or departmental work. In the case of a textbook, laboratory manual, syllabus, or other publication for which the faculty member may receive financial compensation, the cost of preparation normally is borne by the individual staff member.

The University operates Temporary Office Services to provide temporary secretarial or typing service to departments. This is an auxiliary service and the work performed is charged at cost to the depart-

ment for which it is done. All arrangements for this type of temporary service should be made through the Personnel Services Office (Langdon Hall), where Temporary Office Services is located.

Instructional Media Programs

The University provides, through the Educational Television Department, assistance to individual faculty who wish to augment their classroom presentations with various forms of instructional media. Within the limits of its budget and personnel and for instructional purposes only, the department will provide at no cost graphic art, film printing, slides, slide copying, 35mm and 16mm film processing, certain unexposed films and a limited number of television-related services and products.

For projects not covered by the Instructional Media Program, the full services of the Educational Television Department are available to all University-associated units and research projects.

Liability Insurance

Auburn University, as an instrumentality of the State of Alabama, may not be a defendant in any state court. However, this constitutional immunity of the institution does not prohibit suit against a faculty member or employee for negligence causing injury or damage to third parties. Even though claims may be made against the University through the State Board of Adjustment and settlements may be made on behalf of the institution in this way, an injured party may also elect to file suit against the faculty member or employee individually.

In order to protect trustees, officers, faculty and staff from potential liability suits, Auburn University has implemented a Comprehensive General and Professional Liability Insurance Plan effective April 1, 1983. This plan provides insurance protection from the legal liability which could result from events occurring during the course of their performing their duties for the University. A brochure outlining the coverage is available through the Risk Manager's office.

The Trustees Liability Policy is written on a Broad Form and consequently extends protection to all Auburn University employees from claims arising from wrongful acts, errors and/or omissions.

Auburn University also provides liability insurance for individual faculty and staff members who operate a state-owned or a personally-owned vehicle while in official travel status.

All insurance coverages are subject to the exclusions, limitations, provisions and conditions of the Master Policies.

GEORGIA INSTITUTE OF TECHNOLOGY
FACULTY BENEFITS OVERVIEW

This brief overview has been prepared to acquaint you with some of the factors associated with employment at the Georgia Institute of Technology. Because employment-related factors change with time and are subject to Institute, Regents, and State policies, this information is intended to be of an unofficial, advisory nature. Should an item be of particular concern, the current policy and procedure should be determined at the time of employment.

GENERAL

Georgia Tech, founded in 1885, is a co-educational institution of higher learning located on 320 acres near downtown Atlanta, Georgia. Enrollment includes over 12,000 students from every state and from over 80 foreign countries. These students pursue undergraduate or graduate degrees in the 23 architectural, engineering, computing, scientific, international policy, and management schools and colleges that make up Georgia Tech.

The Georgia Tech Research Institute (GTRI) is a major unit of the Georgia Institute of Technology. GTRI is a client-oriented, non-profit, major applied research and development organization carrying on investigations in engineering, science, economic development, and environmental health and safety for a variety of sponsors. These sponsors include federal, state, and local government agencies, industrial firms, and foreign countries. Additional descriptive information pertaining to GTRI is contained in the brochure entitled The Georgia Tech Research Institute.

COMPENSATION

Starting salaries are based on academic background, experience, and qualifications as they relate to the position being filled. National and local salary surveys are monitored as a guide in maintaining offers that are competitive in the current market. Normally, salaries are reviewed and adjusted on an annual basis in accordance with State of Georgia and University System allocations. Salary checks for academic-year faculty (9-month) are issued on the 15th of each month. The first academic check is issued on October 15, and the ninth check is issued on June 15th. Salary checks for fiscal year academic faculty (12-month) and full-time professional staff are issued on the last working day of each month. Direct deposit of payroll is available with most financial institutions.

ADVANCEMENT

Promotion to a higher title is based on written guidelines and on peer and administrative review of qualifications. Administrative titles are based on performance and organizational appropriateness. Salaries are not specifically keyed to academic, research, or administrative titles, but a positive correlation usually exists. The guidelines for academic promotion and tenure are contained in the Georgia Tech Faculty Handbook.

MOVING EXPENSES

Relocation assistance, if required, is available for most titles. Questions concerning relocation should be directed to the individual extending the offer. If an offer is made, all moving arrangements, if applicable, will be coordinated by the hiring unit with the Georgia Tech Foundation, Inc. for academic faculty, or by the Office of Human Resources and the Georgia Tech Research Corporation (GTRC) for research faculty.

PRIVILEGES AND BENEFITS

The following privileges and benefits are available to regular full-time academic and research faculty of Georgia Tech.

1. Vacation. Academic-year faculty have vacation periods in the breaks between quarters. Fiscal year faculty and staff have 21 days of vacation per year, accrued at a rate of 1-3/4 days per month. There is no waiting period; vacation can be taken as accrued subject to approval by the immediate supervisor. Earned vacation may be accrued up to a maximum of 45 days.

2. Holidays. Georgia Tech celebrates 12 official holidays per year.

New Year's Day (1 day)	Labor Day (1 day)
Martin Luther King Jr.'s Birthday (1 day)	Thanksgiving Day (2 days)
Memorial Day (1 day)	Christmas (5 days)
Independence Day (1 day)	

3. Sick Leave. Regular, full-time faculty accrue one day of sick leave per month.

4. Other Leaves. Court duty with pay; military leave with pay (up to 18 days per calendar year); and leave without pay based on the nature of the leave are available.

   An employee who has been employed for 12 months and has worked at least 1,280 hours during the previous year is eligible for 12 weeks of family leave during a 12 month period. If any employee is eligible to use accumulated sick leave, the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. Family leave shall be unpaid and granted for birth of child, adoption of child, serious health condition of employee's child, spouse, parent, or spouse's parent; or a serious health condition of the employee which renders him/her unable to perform duties of job.

5. Life Insurance.[1] Georgia Tech pays for $25,000 of life insurance coverage. Additional coverage is available for 1, 2, or 3 times your annual salary with cost varying according to age. Dependent coverage of $10,000 for each family member is available for $4.70 per month.

6. Medical.[1] - The following costs change on an annual basis. Check with the Office of Human Resources for the most recent costs.

   Regents Coverage (Administered by Aetna). Separate annual deductibles of $150 per person for both inpatient care and outpatient care with a maximum of three (3) deductibles per family. Plan pays 80% of eligible outpatient care up to $5,000, 100% thereafter. Plan pays 90% of eligible inpatient hospital expenses up to $5,000, 100% thereafter. Lifetime maximum of $1,000,000. Monthly rates are:

Employee	$37.80
Family	$92.10
Medicare Single	$15.00
Medicare Family	$30.00

[1] Individual contributions are exempt from Federal, State, and Social Security taxes if you choose to participate in the University System's Flexible Benefits Program (Section 125 program).

Health Maintenance Organizations (HMO's).

Prucare. Primary care physician coordinates all health needs. No deductible. $10.00 per office visit. Monthly rates are:

Employee	$28.50
Employee w/spouse OR child	$74.04
Family	$84.14

Cigna Health Plan of Georgia. Primary care physician coordinates all health needs. No deductible. $5.00 per office visit. Monthly rates are:

Employee	$38.12
Employee w/spouse OR children	$88.12
Family	$126.36

Kaiser Permanente. Primary care physician coordinates all health needs. No deductible. No charge for office visit. Monthly rates are:

Employee	$31.28
Employee w/spouse OR child	$62.56
Family	$101.30

United Health Care of Georgia. Medical care from any participating physician. No deductible. $10.00 per office visit. Monthly rates are:

Employee	$36.92
Employee w/spouse OR children	$88.68
Family	$114.06

7. Dental (Pacific Mutual Dental). 100% preventive coverage twice a year; 80% coverage for fillings and extractions with a $50.00 deductible; 50% coverage for crowns, inlays and bridgework with a $50.00 deductible. Monthly rates are:

Employee	$20.45
Family	$53.72

8. Workers Compensation. Employees of Georgia Tech are covered through the Georgia Department of Administrative Services.

9. Long Term Salary Continuance Insurance. The basic group plan cost is .0054% of your monthly salary up to a maximum of $27.00 per month. The plan pays 60% of your monthly salary (up to $3,000 per month) effective on the 91st consecutive day of disability. The plan continues to pay benefits until age 70 for total disability.

For employees earning more than $60,000 annually, a higher coverage option is offered with a maximum monthly benefit of $6,000. This covers a monthly salary of up to $10,000 at a rate of .0058% with a maximum monthly cost to the employee of $58.00.

10. Retirement. Faculty may elect to participate in the Teachers Retirement System of Georgia or the Optional Retirement Plan.

    Teachers Retirement System of Georgia (TRS). The employee contributes 6% (tax deferred) of salary; the State currently contributes 11.81%. After 10 years of creditable service and attainment of age 60, the employee has a vested right to a benefit. If termination occurs prior to vesting, all employee contributions will be returned currently at 4 1/2% interest. To calculate the basic monthly retirement income: Years of service x 2.00% x highest 24 months average salary. If the date of employment is on or after the employee's 60th birthday, participation in TRS is optional.

    Optional Retirement Plan. The employee contributes 6% (tax deferred) of salary; the State currently contributes 4.0%. Employee is immediately vested. The employee may choose between two companies, TIAA-CREF or VALIC. These plans provide a flexible and portable retirement program.

11. Georgia Tech Dependent Care Flexible Spending Account Plan. An employee may choose to pay for dependent care cost with pre-taxed dollars.

12. Tax Deferred Annuities. Georgia Tech permits deductions for individual's tax deferred annuity plan. The money deducted is not immediately subject to Federal or State income taxes.

13. Educational Assistance. Tuition reimbursement is available for relevant degree programs. Certain short course fees can be waived. Teaching or research faculty

14. Professional Development. Conference attendance support for professional staff (administrative approval required). Meeting attendance support for officers of national professional societies (administrative approval required). Some foreign travel may be supported.

15. Patent Policy. $250 paid to inventor(s) if application for patent is filed. First $1,000 of income paid to inventor(s); 50% of net proceeds from patent to inventor(s).

16. Campus Activities. Up to 2 season tickets to football and basketball games can be purchased at half price when available; other athletic events at no charge. Full participation as faculty member in all campus activities, whether social, athletic, or intellectual.

17. Social Security. Faculty and staff are covered by provisions of the Federal Insurance and Contributions Act (FICA).

MISCELLANEOUS BENEFITS

- Parking is available on campus and at the Georgia Tech Research Facility located in Cobb County for registered vehicles. Parking fees range from $90 to $240 per year (FY 1992-93), depending on location, for the first vehicle. There is a $5 fee for additional vehicles.

- Dining and cafeteria services are available on campus, and other restaurants are located near the campus. A retail mall in the bookstore has a barber shop, gift shop, computer store and travel agency. Several banks have branch offices near the campus, and automatic tellers are located in the Georgia Tech Student Center.

- Outside consulting is permitted for limited periods (no more than one day per week) on a "no conflict-of-interest" basis. Consulting must be approved by the supervisor.

- Georgia Tech faculty can participate in the Corporate Liaison Program. If a faculty member has contact with any Corporate affiliate of the Corporate Liaison Program, both the faculty member and their department are compensated for that contact. Program funds come from a central source at Georgia Tech from contributions from the affiliate corporate organizations.

- Research faculty positions do not carry tenure but are part of the general faculty.

- Part-time teaching is possible for research faculty depending on need and qualifications as determined by the appropriate school or department.

IF YOU HAVE QUESTIONS PLEASE FEEL FREE TO CONTACT THE STAFF BENEFITS OFFICE AT (404) 894-8373

GEORGIA TECH IS AN EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY INSTITUTION

University of Notre Dame

BENEFIT ENTITLEMENT
for
REGULAR FACULTY

TRAVEL/ACCIDENT INSURANCE - Provides $200,000 coverage in the event of accidental death or up to $200,000 for dismemberment resulting from injuries you sustain while traveling on University business. Your spouse is eligible for $100,000 coverage in the event of accidental death or up to $100,000 for dismemberment resulting from injuries sustained if traveling with you on University business.

SHORT-TERM DISABILITY - Effective on the first day of the month following your date of employment, you will be paid your full salary for up to six months if you become totally disabled.

LONG-TERM DISABILITY - Effective after one year of continuous employment at the University of Notre Dame. It pays 60% of salary to a maximum of $8,000 per month after six months of total disability and integrates with other Government disability benefits, such as Social Security.

FACULTY AND ADMINISTRATORS RETIREMENT PLAN - The University provides a retirement plan which offers two fund sponsors — Fidelity Investments and TIAA/CREF — and your participation may be with one or both fund sponsors. Fidelity Investments offers mutual funds (through a custodial account), and TIAA/CREF offers annuities. You may elect to make contributions on a salary reduction (before tax) basis or a salary deduction (after tax) basis.

Participation is mandatory after you have one year of service and are 30 years of age. Prior to age 30, participation after one year of service is optional. You contribute a minimum of 5% of your annual salary and the University currently contributes (as of July 1, 1992) 8.9% of the first $18,900 of your salary and 10% of the balance. Effective July 1, 1993 the University contribution will be 10% of your salary. For faculty, "salary" means academic year contract salary. For full-time administrators, "salary" means basic annual earnings. The total contributions made on your behalf may not exceed the limits imposed by the Internal Revenue Service (IRS).

SUPPLEMENTAL RETIREMENT - You are eligible at the time you are employed (or any other time during your active employment) to participate, through payroll deduction, in a tax-deferred supplemental retirement account. There are two fund sponsors for this benefit. Fidelity Investments offers mutual funds through a tax-deferred supplemental custodial account, and TIAA/CREF offers a tax-deferred supplemental retirement annuity. The total amount of salary eligible for tax deferral is established by law. The amounts contributed by you and the University to other University of Notre Dame retirement plans on a tax-deferred basis reduce the amount you may tax defer under this plan.

EDUCATIONAL BENEFITS - **You and your spouse** are entitled to one three-hour undergraduate course each semester and summer session at 90% tuition remission or one graduate course each semester and summer session at full tuition remission. Graduate courses are taxable benefits. **Your children** are entitled to tuition under three different plans that are offered by the University. The various plans are based on length of service and other eligibility requirements. If you wish to obtain more detailed information on the Educational Benefits, please contact the Department of Human Resources.

ATHLETIC TICKETS AND PARKING - Season tickets for football, basketball and hockey at half price, subject to availability. Free parking at all athletic and Joyce Athletic and Convocation Center (J.A.C.C.) events.

AVAILABILITY OF FACILITIES AT THE ROCKNE MEMORIAL AND THE JOYCE ATHLETIC AND CONVOCATION CENTER (J.A.C.C.) - These include handball, squash, basketball and tennis courts, running track, swimming pool and weight room.

USE OF LIBRARY - Books and materials may be borrowed upon presentation of your University identification card.

BOOKSTORE - Discount (10%) on most items.

GOLF COURSE - Discount on greens fees.

BEST COPY AVAILABLE

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FLEXIBLE BENEFITS PROGRAM:

The University offers a Flexible Benefits Program, NDFlex, which allows you to make individual choices based on your own needs.

• **ENROLLMENT** - You are eligible to enroll in NDFlex on the first day of the month following your date of employment.

• **LIFE INSURANCE** - A group term policy of $12,500 is effective the first day of the month following your date of employment. Optional life insurance is available at group rates in increments of 1/2 to six times salary up to a maximum of $600,000. Both basic and optional coverages include accidental death and dismemberment. You pay for life insurance premiums up to $50,000 of coverage with "before-tax" dollars deducted from your paycheck (or with Unused Benefit Dollars from the University).

• **HEALTH CARE COVERAGE** - There are two traditional Acordia (Blue Cross/Blue Shield) medical plans and two HMO's (Health Maintenance Organization) to choose from. In addition, there is a "no coverage" option. You pay for medical coverage with before-tax dollars deducted from your paycheck (or with Unused Benefit Dollars from the University).

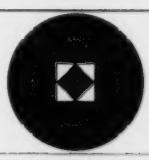
• **FLEXIBLE SPENDING ACCOUNTS** - There are two Flexible Spending Accounts---the Health Care Spending Account and the Dependent Day Care Spending Account. Both accounts take advantage of tax savings by allowing you to contribute "before-tax" dollars to one or both accounts and to be reimbursed for eligible expenses on a "tax-free" basis. Participation is optional. The Health Care Spending Account is only available at the annual Open Enrollment in the fall.

This is a general summary of benefits. Specific information should be obtained from the Department of Human Resources.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SICK, ANNUAL/VACATION LEAVE POLICIES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

LEAVES OF ABSENCE - LIBRARIANS

1. Professional librarians and program directors in the Centre for Continuing Education are eligible to apply for leave of absence as follows:

   a) for leave for improving basic qualifications, leave without pay or benefits, leave for maternity, leave in special circumstances, vacation leave, and leave to take political office, in accordance with the provision of Sections 2 to 8 inclusive of the document of Leave of Absence for Faculty, which was adopted in the Collective Agreement for the year July 1, 1976 to June 30, 1977, between the University and the Faculty Association, and

   b) for professional improvement leave, in accordance with the provisions set out in Section 2 below.

2. Professional Improvement Leave

   Professional improvement leave may be taken at the request of the University or be granted at the request of the individual. In either case, the purpose of the leave shall be to permit full-time professional librarians and program directors to improve the quality of the performance of their professional university duties.

   a) **Leave at the Request of the University**

      If a professional librarian or program director is requested by the University to take leave for the purpose of undertaking special studies of training, the terms of this leave will be arranged through the University Librarian or Director of the Centre and must be approved by the President.

   b) **Leave at the Request of the Individual**

      i) **Eligibility** - After four (4) years of continuous service since appointment or last leave of absence.

      ii) **Duration of Leave** - Three (3) plus the number of years of full-time service equals the number of months of paid leave to a maximum of one year.

Indexed under: Study Leave - Librarians/
Leave of Absence - Librarians

iii) **Leave Salary** - Sixty percent (60%) of basic salary together with the University's full contribution to pension and other fringe benefits, provided that the individual continues to pay his own contributions. Where the basic salary and contributions are paid in whole or in part from non-university funds (e.g. grants), the University can guarantee only that proportion of leave salary and contributions to pension and other benefits which derives from university general revenues. Neither the University nor the outside funding agency is obligated, however, to continue to pay the full percentage of salary if the individual's total remuneration from salary, fellowships, grants (excluding research and travelling expenses) exceeds one hundred percent (100%) of his full salary.

iv) **Conclusion of Leave** - On expiration of leave, the individual will return to his duties at this University, and shall report in writing to the University Librarian or Director of the Centre on the activities and accomplishments of the leave.

v) **Authorization of Leave** - The application form for leave, with the signature of the University Librarian or Director of the Centre, should be submitted to the appropriate Vice-President as early as possible, preferably one year in advance. The Vice-President will review the application and submit his recommendation to the President.

vi) **Cancellation of Leave** - Cancellation of a leave once granted shall not normally be permitted without three (3) months' notice.

Indexed under: Study Leave - Librarians/
Leave of Absence - Librarians

COLORADO STATE UNIVERSITY LIBRARIES

SECTION F. LEAVE POLICIES

F.1 Absences from Campus

A long-standing Governing Board regulation forbids unauthorized absence of employees from the campus. It is the responsibility of the department head to authorize absences of general faculty for legitimate purposes and to have available at their offices at all times information on the whereabouts of absent employees, that they may be reached in event of administrative necessity or family emergency. Each individual is responsible for notifying his or her administrative superior of any absence.

Application for leave, the granting of which will require the University to obtain a replacement, shall be submitted at least 90 days prior to the date on which leave is expected to begin. A general faculty member whose application for leave is approved to permit him or her to accept temporary employment outside the University shall be responsible for informing the temporary employer that such employment is on the basis of leave granted by the University.

F.2 Leave Records

Department heads are responsible for maintaining records relating to all types of leaves of absence for personnel in their department. Reports of absences due to earned annual and sick leave must be submitted to the Director of Human Resource Services for all employees involved.

F.3 Types of Leaves

F.3.1 Annual Leave

F.3.1.1 Leave Accrual

Full-time general faculty on regular or special 12-month appointments earn annual leave at the rate of two days per month. General faculty on regular or special 12-month appointments of less than full-time but at least half-time earn annual leave pro-rated by the part-time fraction of their appointment. The accrual is rounded down to the nearest quarter day. For example, a general faculty employee on a three-quarter time appointment would earn 1.5 days of annual leave per month.

Employees who begin work after the first of a month or who terminate before the end of a month earn annual leave on a pro-rated basis as described in the Personnel/Payroll Manual (Section 2).

General faculty on 9-month appointments do not accrue annual leave. These faculty may, however, be granted leave on a limited basis throughout the academic year to include the interim term between semesters. Determination of this privilege shall be made by the appropriate department head.

No annual leave is earned by employees on temporary appointment or employed on an hourly basis. Fellows and graduate assistants are considered temporary employees.

Annual leave does not accrue during leave without pay nor during sabbatical leave. Annual leave earned during periods of paid leave (annual, sick, injury, etc.) is not credited to the employee until he/she returns to work.

F.3.1.2 Accrual Limitations

The maximum accrual of annual leave is 48 days. As of January 1, 1981, employees continue to accrue leave during the year even though they have reached the 48-day limit. Days accumulated in excess of the 48-day limit are forfeited on July 1 of each year.

F.3.1.3 Scheduling and Usage

Scheduling annual leave is a responsibility of department heads. Annual leave should be so scheduled as to least interfere with effective operations of the offices concerned, but desires of employees should be considered.

Employees are not eligible to take annual leave until they have completed six months of employment; however, computation of annual leave starts with the beginning date of employment.

F.3.1.4 Payment for Accrued Leave

a. Termination. Should an eligible employee leave the University after six months of employment, the employee's accrued annual leave is paid for up to a maximum of 24 days. Except in case of death or disability, payment for leave taken immediately prior to termination or in conjunction with such termination shall be subject to the 24 day maximum payment. The employee's full accrual of annual leave may be used upon exhaustion of sick leave in connection with continuing absence due to illness or injury.

b. Retirement. Payment of unused annual leave, up to a maximum of 24 days, will be made at the time of retirement in accordance with the formula below.

c. Death. Payment of unused annual leave, up to a maximum of 24 days, will be paid at the time of death of an active faculty member according to the formula below. Payment will be made to the estate of the deceased.

d. Computation. Computation of annual leave termination payment is by the following formula:

$$\frac{\text{Monthly salary rate}}{\text{173 hours}} \times 8 \text{ hours} = \text{daily salary rate}$$

Daily salary rate X unused days of annual leave (<= 24) = annual leave termination payment.

F.3.1.5 Transfer of Earned Annual Leave with Transfer of Employee between Departments

If an eligible employee is transferred from one department to another within the University, the employee's accrued annual leave shall follow the employee to the receiving department.

F.3.1.6 Leave Policy in Conversion of Faculty from 12-Month to 9-Month Status

If a 12-month faculty member has accrued annual leave at the time of conversion to a 9-month appointment, such leave shall be taken prior to assuming the 9-month appointment. In specific cases, accrued leave may be taken the academic year following conversion to a 9-month appointment with the approval of the responsible vice president. Cash payment for accrued leave at time of conversion is not authorized at that time or subsequently.

F.3.2 Sick Leave

F.3.2.1 Leave Accrual

Full-time general faculty on regular or special 12-month appointments and full-time temporary general faculty on 12-month appointments who have completed twelve consecutive months of employment earn 1.25 days of sick leave per month, cumulative with no maximum.

Full-time general faculty on regular or special 9-month appointments and full-time temporary general faculty on 9-month appointments who have completed two consecutive semesters earn 1.25 days of sick leave per month, cumulative with no maximum. Full-time 9-month general faculty members who accept summer session appointments accumulate sick leave at the rate of 1.25 days per month while on such appointment.

General faculty on regular or special appointment of less than full-time but at least half-time earn sick leave pro-rated by the part-time fraction of their appointment. The accrual is rounded down to the nearest quarter day.

For example, a general faculty employee on a three-quarter time appointment would earn 0.75 days of sick leave per month. General faculty on temporary appointment of less than full-time but at least half-time earn 5 hours of sick leave per month.

Employees who begin work after the first of a month or who terminate before the end of a month earn sick leave on a pro-rated basis as described in the Personnel/Payroll Manual (Section 2).

No sick leave is earned by employees working less than half-time or employed on an hourly basis. Fellows and graduate assistants do not earn sick leave.

Sick leave does not accrue during leave without pay nor during sabbatical leave. Sick leave accrued during periods of paid leave (annual, sick, injury, etc.) is not credited to the employee until he/she returns to work.

F.3.2.2 Use of Sick Leave

Sick leave may be used for treatment of and convalescence from illness or injury. Illness includes treatment for alcoholism and drug addiction. In cases of extended sick leave absence, the faculty member may be required to furnish a physician's statement. Sick leave may be used for medical and dental appointments, including routine exams and check-ups.

Effective December 1, 1992, general faculty members may use up to 160 hours per fiscal year of their accumulated sick leave for illness or medical treatment of a member of their immediate family for whom the faculty member has responsibility to provide care.

F.3.2.3 Payment for Accrued Sick Leave upon Retirement

Upon retirement after at least five years of service both 9-month and 12-month employees are paid for one-fourth of unused sick leave up to a maximum of 15 days. Computation of amount due is by the following formula:

$$\frac{\text{Monthly salary rate}}{173 \text{ hours}} \times 8 \text{ hours} = \text{daily salary rate}$$

Daily salary rate x the lesser of .25 x unused days of sick leave or 15 days = sick leave termination payment. Lump sum payment of sick leave at retirement is not subject to PERA contribution, but is subject to taxes.

F.3.2.4 Transfer of Earned Sick Leave with Transfer of Employee Between Departments

If an eligible employee is transferred from one department to another within the University, the employee's accrued sick leave shall follow the employee to the receiving department.

F.3.3 Maternity/Family Leave

General Faculty members on Regular and Special appointments are entitled to use up to 160 hours of leave to care for a newly born or adopted child if requested. Leave for this purpose may be taken

ANNUAL LEAVE

Current Statement of Policies and Procedures

A. *Policy:* All Howard University staff employees are entitled during each year of employment to annual leave with full pay. To the extent permitted by impending work conditions, each employee will be allowed to use annual leave for rest and relaxation to assist in maintaining maximum efficiency and productivity. This includes planned vacations and personal and emergency purposes such as death in the employee's family, religious observances, attendance at conferences or conventions, securing a driver's permit, or other personal or emergency business which can be disposed of only during the time in which the employee would ordinarily be working. Annual leave shall be earned, accrued, and used as herein stipulated.

B. *Definition: Leave Year:* The Leave Year is defined as the period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year.

C. *Rates of Accrual:* Full-time University employees (those with a basic forty (40) hours work-week) with less than three (3) years of service shall earn four (4) hours of annual leave for each bi-weekly pay period (thirteen (13) days per Leave Year).

Those employees with three (3) but less than fifteen (15) years of service shall earn six (6) hours of annual leave for each bi-weekly pay period (twenty (20) days per Leave Year).

Those employees with fifteen (15) or more years of service shall earn eight (8) hours of annual leave for each bi-weekly pay period (twenty-six (26) days per Leave Year).

D. *Accrual Rates for Part-Time Employees:* To earn annual leave, part-time employees must be salaried and have a regularly assigned tour of duty at the University of at least one (1) day of each week in the pay period. Temporary wage earning employees are not eligible to earn annual leave credits.

Part-time employees with less than three (3) years of service shall earn one (1) hour of annual leave for each twenty (20) hours in a pay status.

Those with three (3) but less than fifteen (15) years of service shall earn one (1) hour of annual leave for each thirteen (13) hours in a pay status.

Those with fifteen (15) or more years of service shall earn one (1) hour of annual leave for each ten (10) hours in a pay status.

E. *Maximum Accumulation:* University employees, except where otherwise directed by the Board of Trustees, are allowed to accumulate and carry forward annual leave up to a maximum of that which would be earned in a twelve (12) month period. In addition, annual leave can continue to accumulate in excess of this amount, at the same rate, until the end of the Leave Year at which time an employee's annual leave balance will be adjusted to coincide with the maximum allowable amount that the employee may accumulate in a twelve (12) month period. Maximum accumulations that may be carried forward follow:

Employment Longevity	Maximum Carry-Forward Limit
Less than 3 yrs	104 hrs
3 yrs but less than 15 yrs	160 hrs
15 yrs or more	208 hrs

Upon separation from the University terminal leave may not exceed maximum accumulations stated above.

F. *Use of Annual Leave:* University supervisors are required to direct the use of annual leave in a timely manner. When employees can be spared from their duties, annual leave will be granted, to the extent of credit, for personal purposes. Annual leave may also be used when emergencies arise. An emergency is defined as an unforseeable situation over which the employee has no possible control and which prevents the employee from being on duty during the entire period of absence. Denials of annual leave use will be based upon factors which are reasonable, equitable, and which do not discriminate against any employee or groups of employees.

University management has the primary responsibility for determining when and the extent to which annual leave is to be granted, as well as the responsibility of requiring annual leave to be taken under certain circumstances.

BEST COPY AVAILABLE

Current Annual Leave Policies & Procedures

Supervisors will, therefore, assure that adequate planning is undertaken to provide scheduled vacation periods and to otherwise grant or direct the use of annual leave. Determination as to the time and amount of annual leave which is to be granted generally should be on the basis of mutual agreement between the employee and the supervisor, as far as practicable.

G. ***Request for and Approval of Annual Leave:*** Although annual leave is a right of an employee, in that its accrual may not be denied, it is the prerogative of the administrator concerned to make the final decision as to when leave is to be used. For this reason, the use of annual leave is subject to the prior approval of the appropriate supervisor. Retroactive approval may be given when circumstances warrant. It must not be assumed, however, that a mere report of absence will necessarily result in favorable action. Failure to secure the proper approval may result in the period being charged to absence without pay. Periods of annual leave should be posted to the time and attendance report and initialled by the employee.

H. ***Requiring Annual Leave to be Taken:*** The University may direct the use of annual leave to the extent that such credits are available for use in emergency situations. Consistent with work demands, administrative supervisors must provide employees with opportunities to reduce excess leave accumulations. In no case will annual leave be charged as a disciplinary measure.

I. ***Determining Annual Amount to be Charged:*** When the absence from duty is an appropriate charge to the accrued and accumulated annual leave balance to the employee's credit, the leave is always charged on an hour basis in accordance with the daily tour of duty. The minimum charge is one (1) hour; additional charges are in multiples of one (1) hour.

J. ***In Lieu of Sick Leave:*** Periods of approved absences which are properly chargeable to sick leave credits will be automatically chargeable to available annual leave credits in the event that sick leave credits are insufficient. When both annual or sick leave are not available, approved absences will be charged to leave without pay.

K. ***Advance Leave:*** In emergency situations, the appropriate Executive Level Administrator may within his discretion, on the recommendation of the supervisor, grant annual and sick leave to an employee in advance of its actual earning to the extent that leave would accrue to the employee during the current Leave Year.

CHANGE PENDING APPROVAL OF THE BOARD OF TRUSTEES

- **Annual Leave -- The change exempts employees, at the time of their separation, from the maximum accumulation restriction when circumstances beyond their control cause excess accumulations.**

*if a person resigned (annual) they will be able to be pd. for all hours on record

SICK LEAVE

Current Statement of Policies and Procedures

Sick leave for full-time employees is earned at the rate of thirteen (13) days a year. Part-time employees shall earn one (1) hour of sick leave for each twenty (20) hours in a pay status. The sick leave accruing to your credit which is not used during the year in which it is earned may accumulate from year to year without a maximum.

Employees are entitled to sick leave when necessarily confined to their homes or to a hospital because of illness, when they are unable to work because of physical disability, when afflicted with a contagious disease, or when necessary for medical, dental or optical examination and/or treatment.

In case of absences in excess of three (3) consecutive working days, supervisors may require employees to present a physician's certificate. Failure to comply with this provision may result in disciplinary action. In the case of chronic absenteeism, supervisors may require employees to present, in addition, certification from a physician that they are physically fit to resume work upon returning to duty. Excessive use of sick leave may render an employee unsuitable for continued service.

*if they are out three days/wk - must indicate they are able to return

**10 days out - must bring a slip indicating this

CHANGES PENDING APPROVAL OF THE BOARD OF TRUSTEES

- **"Sick Leave -- The changes institute mandatory requirements for: (1) medical certification when absences due to illness or disability exceed three consecutive work days and are chargeable to sick and/or annual leave; and (2) medical statements, which specify the nature of the illness/disability and the expected date of full recovery, when absences exceed ten consecutive work days. (Absences in the second category also require medical certification upon return to duty.)**

  Additionally, the revised sick leave policy clarifies procedures to be followed in cases where employees have been absent on sporadic and frequent occasions due to illness or disability. Specifically, on the occasion of subsequent illness/disability: (1) supervisors must send written notices to employees which require them to present medical certification as a condition for return to duty; and (2) the physician's certificate must state that these employees have been recently examined and found to be physically and/or mentally fit to fully resume the duties and responsibilities of their appointed positions, including the ability to maintain regular attendance.

SICK LEAVE

A. DEFINITION

*1. Sick leave is absence with pay for time lost due to a bona fide non-work related illness or injury, pregnancy, dental or medical appointments of eligible staff members. In the event that the illness or injury of a staff member's child, spouse or parent requires the absence of the staff member, such absence may be charged to accrued sick leave.

B. EARNING SICK LEAVE

1. Full-time staff members who work at least 37.5 hours per week accrue sick leave at the rate of 1 day per month to a maximum of 90 days. Accrual prior to July 1, 1983 cannot exceed 65 days.

2. Full-time staff members who work less than 37.5 hours and part-time staff members who work on a regularly scheduled basis accrue sick leave on a pro rata basis to a maximum of 90 days.

3. Limited-time, temporary and casual staff members do not accrue sick leave and are not eligible for leave of absence.

4. Staff members who are on leave of absence without pay for more than 11 working days during a calendar month do not earn sick leave for that month.

*5. Sick leave accrues from the month of employment provided that the starting date is the tenth of the month or earlier; otherwise, accrual begins the following month. Accrual continues through the month of termination if the date of termination is the twentieth of the month or later.

C. TAKING SICK LEAVE

1. Staff members who must be absent due to non-work related illness or injury, pregnancy, or dental or medical appointments must notify their supervisor or his/her designee as soon as possible, but no later than one hour after scheduled to begin work. Staff members may be required to furnish a written physician's statement.

* Staff members who must be absent due to the illness or injury of their child, spouse or parent may charge the absence to accrued sick leave. Such paid absences require notice as described above and shall not exceed 12 days per fiscal year (July 1 through June 30). A written statement from the physician may be required.

2. Paid sick leave cannot be taken in advance of being earned. If paid sick leave is exhausted, further absences must be charged to accrued vacation or to leave of absence without pay. If both paid sick leave and accrued vacation are exhausted, absences must be charged to leave of absence without pay.

3. All leaves of absence with or without pay that exceed 30 days must have the prior approval of the Divisional Personnel Office and be documented by submission of a Form 200.

4. Staff members who elect to return to work following sick leave or authorized leave of absence for health reasons are granted full reinstatement rights.

5. Staff members absent on paid sick leave continue to accrue sick leave and vacation. University holidays occurring during sick leave are not charged to sick leave.

6. Staff members must notify their supervisor in writing as to whether they intend to return to work following sick leave and/or leave of absence. If a staff member does not expect to return to work following sick leave and/or leave of absence, the individual should submit a written resignation to be effective at the end of the sick leave/leave of absence period.

7. Staff members who have been absent due to serious illness must provide a physician's letter stating that they are able to return to work before being allowed to return. Individuals must notify their supervisor immediately upon release from their physician in order to arrange for an appropriate reporting back to work date.

D. TRANSFER

1. Staff members transferring from one department to another department within the University retain their accrued sick leave.

2. Staff members transferring from faculty positions will be credited with 1/2 day of sick leave for each complete month of prior full-time faculty service not to exceed the maximum staff accrual.

E. TERMINATION

1. At termination, staff members are not paid for unused accrued sick leave.

2. Staff members terminated for lack of funds or abolishment of position and rehired within a six month period are credited with unused sick leave outstanding at the time of termination.

The Johns Hopkins University

Donald J. McEvoy
Director
Office of Personnel Services

Whitehead Hall
Baltimore, Maryland 21218
(301) 338-8661

January 30, 1990

TO: Holders of the Personnel Policy Manual

SUBJECT: Personnel Policy Manual
Section 7 (Hours of Work and Overtime)
Section 14 (Sick Leave)

I am pleased to transmit to you Sections 7 and 14 of the Personnel Policy Manual, as revised January 1, 1990.

To assist you in the administration of the revised policies, the following guidelines are provided:

1. Definitions of child, spouse and parent

- Child

Individual who is unmarried, under 19 years of age (under 25 if a full-time student) and supported 50% or more by the staff member and who has one of the following relationships with the staff member:

Biological child

Adopted child

Step child

Legal ward

Foster child

Individual of any age who is unmarried, has an identified relationship, and is incapable of self-support or is handicapped and fully dependent on the staff member

- Spouse

A husband or wife who is married to a staff member by a ceremony recognized by the law of Maryland. The relationship exists until a court formally decrees that they have the right to remarry.

Note: Spouse does not include the significant other, life companion, housemate, etc.

- Parent

A male and female in only one of the following categories:

Biological parent

Adoptive parent

Step parent

Foster parent

Individual who has/had legal responsibility for the staff member

2. Medical and dental appointments for an ill or injured child, spouse or parent that require the absence of the staff member may be charged to accrued sick leave.

3. Preventive or routine medical and dental appointments for child, spouse or parent are not covered by sick leave.

4. On the Personnel Time Record (Form 210), insert "S/F" to identify sick leave used to cover absence due to illness or injury of child, spouse or parent.

5. In accordance with the revision regarding sick leave accrual, an eligible staff member will accrue sick leave from the month of employment provided that the starting date is the tenth of the month or earlier.

   For staff employed during the period July 1, 1989 through December 31, 1989, sick leave will accrue beginning with January, 1990. Please inform eligible staff to complete their Personnel Time Records accordingly.

Should you have any questions regarding administration of the policies, please contact your Divisional Personnel Office.

DJM:pp

BENEFIT TIME

Applies to: Staff Who Are Eligible for Benefits

Rice University grants staff members an amount of benefit time during which an employee may be absent for any reason, including vacation, personal business, illness, religious holidays, and so on. Benefit time must be scheduled in advance with supervisors, who approve requests according to departmental workload and staffing levels. In the event of sudden illness or emergency when there is no opportunity for advance scheduling, the employee's supervisor should be notified before the normal time for beginning work.

Basis of benefit time accumulation

The amount of benefit time an employee may accumulate depends on whether the employee is classified as "professional, executive, or administrative staff" or "technical or support staff." Professional, executive, and administrative staff are exempt from the overtime provision of the Fair Labor Standards Act and are not paid overtime. Technical or support staff are paid overtime according to the Fair Labor Standards Act.

On each employee's anniversary of employment, he or she can carry forward a maximum of one year's accumulated benefit time. He or she then begins accumulating additional days or hours of benefit time. The rate of accumulation depends on the most recent anniversary date of benefits eligible-service. The benefit time program is not based on calendar years but on consecutive years of service to the University in a benefits-eligible job. Time is accumulated according to the following schedules.

Full-time Technical and Support Staff Benefit Time Program

Length of Continuous Benefits-Eligible Service	Number Days per Employment Year	Monthly Accumulation in Hours
0 - 5 Anniversary	16	10.67
5-10 Anniversary	21	14.00
10+ years	26	17.33

Full-Time Professional, Executive, and Administrative Staff Benefit Time Program

Length of Continuous Benefits-Eligible Service	Accumulated Days per Year	Accumulated Days per Month
0 - 10th anniversary	21	1.75
10+ years	26	2.17

Part-time employees accumulate benefit time according to the percentage of a full year they regularly work. For example, a person who works 20 hours a week all year (50 percent of full time) in a technical or support position would accumulate eight days or 64 hours a year if he or she had worked less than five years.

New employees may use benefit time in the first six months of employment, but if an employee leaves the University before completing six months of continuous employment, days taken will be deducted from the final pay check.

Coordination with Short-Term Disability Program

In the case of major illness or injury, (not work related), the first five days are covered with available benefit time. If the individual does not have benefit time left, these days will be unpaid. Thereafter, short-term disability coverage, if available, may be used according to the provisions of that program.

Implementation Note: Staff members who have 20 or more years of service on the date this policy is implemented are entitled to an accumulation rate of 31 benefit time days each year. Employees in their 20th year of employment on that date (that is, who have passed their 19th anniversary date of employment) are also entitled to the 31 day accumulation rate on their 20th anniversary of employment at Rice.

See also: Benefits Eligibility Policy
Short-Term Disability Policy
Holiday Policy

Supersedes: 401-82, (Vacations), 07/01/82
401-82, (Sick Leave), 07/01/82
403-93, 01/01/93

Policy No. 405-93
May 1, 1993

President

VACATION SCHEDULE

A regular employee must work continuously for six months in a non-academic position to become eligible to use vacation time. Regular employees appointed for less than 40 hours will receive vacation entitlement in proportion to the number of hours worked. Each level of the following earning chart includes the additional 12 hours of holiday allowance allocated to vacation entitlement.

Total Months of State Employment	U.T. Austin Vacation Hours Accrued per Month	Maximum Hours to Carry Forward from one Fiscal Year to Next Fiscal Year for Full-Time Employees
0 - 24 months	8	168
25 - 60 months	9	232
61 - 120 months	10	256
121 - 180 months	11	280
181 - 240 months	13	328
241 months or more	15	376

Section: LIBRARIANS	Code Number: 5. 02. 04
Item: Vacation Policy	Page 1 of 3
Governing Council Policy Approval Date: N/A	
Manual Issue Date: October, 1987	Replacing: July 1, 1982

INTRODUCTION

The vacation year begins on July 1 of any calendar year and ends on June 30 of the next. Vacation credits are earned in the twelve months immediately preceding July 1. Vacation earned during this period must be taken within the first ten months of the vacation year which immediately follows and will lapse unless deferment is requested by the staff member and approved by the department head. Vacation should not be granted in advance of entitlement unless this is warranted by exceptional circumstances.

RESPONSIBILITY

It is the responsibility of the department when engaging staff to ensure that the appropriate vacation entitlement and the scheduling or payment provisions as applicable are communicated in advance of the appointment being accepted. The onus is on the department head/supervisor to ensure that staff members take their appropriate vacation entitlement within the ten-month period. Where deferment of vacation has been approved the department head/supervisor is to ensure that the deferred vacation entitlement is taken within a reasonable period of time.

The Employment Standards Act requires that a record of vacations earned and taken by staff members be maintained.

PROVISIONS

1. Full-time Librarians

Length of Service	Vacation Entitlement
1 to 5 vacation years	21 days
6 to 11 vacation years	23 days
12 to 13 vacation years	24 days
14 to 15 vacation years	25 days
16 to 17 vacation years	26 days
18 or more vacation years	27 days

Librarians with less than one year's service as of July 1 are entitled to the following:

Length of Service	Vacation Entitlement
1 month	1 day
2 months	3 days
3 months	5 days
4 months	7 days
5 months	8 days
6 months	10 days
7 months	12 days
8 months	14 days
9 months	15 days
10 months	17 days
11 months	19 days

2. Part-time Librarians

The provisions for regularly appointed part-time staff, excluding sessional appointments, are as described in #1 above, but awarded on a pro-rated basis according to the percentage of full-time hours worked.

Example 1: A staff member with one year's service who regularly works 3 days a week (or 60% of full-time weekly hours) will accrue 60% of the annual vacation entitlement for full-time staff (i.e., 60% of 21 working days or 12-½ days).

Example 2: A staff member with five years' continuous service who regularly works 5 half-days a week (or 50% of full-time weekly hours) will accrue 21 half-working days.

In both of the above examples, the staff members receive the equivalent of 21 days' vacation in relation to their work week.

3. Librarians on Sessional Appointments

Provided service is unbroken, vacation entitlement will accrue as follows:

Length of Service	Vacation Entitlement
1 to 5 sessions	8.4% of gross sessional earnings
6 to 11 sessions	9.2% of gross sessional earnings
12 to 13 sessions	9.6% of gross sessional earnings
14 to 15 sessions	10.0% of gross sessional earnings
16 to 17 sessions	10.4% of gross sessional earnings
18 or more sessions	10.8% of gross sessional earnings

Sessional staff may be given time off within the session rather than vacation allowance. However, vacation granted must not exceed the value of the allowance to which the staff member is entitled.

In no case should vacation entitlement be less than 8.4% of gross sessional earnings, or the equivalent if time off is granted. Where the appointment of staff has been reduced from annual to sessional the staff members should continue to receive the same proportional vacation to which they were entitled while on regular annual appointment.

CREDIT FOR A STATUTORY OR UNIVERSITY HOLIDAY

If a statutory or University holiday occurs during a vacation period, the staff member will be granted an extra day. If this day is not taken in conjunction with the vacation period, the staff member may use this entitlement at a later date.

TRANSFER OF VACATION CREDITS AND SENIORITY ON INTER-DEPARTMENTAL TRANSFERS

When a staff member transfers to another department, the new department agrees to accept all seniority accumulated by the staff member, including any vacation credits earned but not taken at the time of transfer. In certain cases, however, it may be necessary to delay the transfer until the staff member has taken some or all of the vacation owing. Any outstanding vacation will be reported in the "Remarks" section of the Status Change Form on which the transfer is processed. Staff members will not receive vacation pay at the time of transfer.

VACATION PAY ON TERMINATION OF EMPLOYMENT

When employment is terminated, the allowance for any vacation days earned in the present vacation year but not taken will be calculated as follows:

Length of Service	Rate of Vacation Entitlement
Up to 5 vacation years	8.4% of gross earnings
6 to 11 vacation years	9.2% of gross earnings
12 to 13 vacation years	9.6% of gross earnings
14 to 15 vacation years	10.0% of gross earnings
16 to 17 vacation yeears	10.4% of gross earnings
18 or more vacation years	10.8% of gross earnings

University of Toronto

MANUAL OF STAFF POLICIES

Section: GENERAL	Code Number: 2. 02. 05
Item: Sick Pay	Page 1 of 2
Effective Date: July 1, 1976	Replacing: December, 1973

INTRODUCTION

All staff members share in the efficient operation of the University and thereby have an obligation to carry out the responsibilities of their positions to the fullest extent possible. At the same time, however, the University, recognizing that unavoidable absence may occur because of illness or injury, provides a degree of income protection for staff members who find themselves in this position. The following practice defines the circumstances and extent to which the University will provide continuance of salary in the event of unavoidable absence due to illness or injury.

ELIGIBILITY

This practice applies to all full-time salaried staff, sessional staff and regularly appointed part-time staff (subject to the exclusions listed below) who have completed three (3) months' service.

Exclusions

- Staff members whose conditions of employment are negotiated collectively,
- full-time enrolled students,
- staff employed for temporary periods of less than three (3) months,
- casual and temporary staff.

PROVISIONS

For all eligible staff members leave with full salary will be granted for periods up to fifteen (15) weeks during unavoidable absence due to illness or injury.

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For staff members with less than three (3) months' service, leave with full salary may be granted at the discretion of the Department Head for no more than two (2) weeks.

Staff members who are employed for specified periods of time of more than three (3) months will not be eligible for benefits beyond the contractual period unless reappointed or the disability commenced more than two (2) months prior to the contractual termination date.

Procedures

Staff members prevented by illness from attending regular duties or who must leave work due to illness should notify their Section or Department Head as soon as possible.

Where the nature and anticipated duration of the illness indicates a possible claim under the University's Disability Plan, the Department Head should notify the Personnel Department so that, if applicable, a claim may be registered with the University insurers.

A physician's certificate may be required by the University for any absence due to illness, regardless of the duration. Furthermore, following prolonged or serious illness, the University may require a staff member to be certified medically fit before returning to regular duties.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

DISABILITY LEAVE POLICIES

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

PERSONAL LEAVE/DISABILITY LEAVE WITHOUT PAY

Current Statement of Policies and Procedures

Personal Leave: Personal leave is any combination of annual leave, sick leave, and leave without pay, granted because of incapacitation or restrictive physical impairment which adversely affects the employee's productivity and work performance. Application for such leave should be accompanied by a medical certificate of a registered physician stating the nature of the disablement and certifying the expected period of incapacitation. The employee shall have the opportunity to extend the period of personal leave up to six (6) months. All Regular employees of the University are eligible for personal leave.

It shall be the responsibility of the employee to notify the supervisor, with the appropriate medical certification, as soon as an impairment becomes evident or as far in advance of an expected period of incapacitation as possible. After the period of incapacitation has passed, the employee, upon returning to work, must present supporting medical certification from a registered physician stating that the employee's condition enables an active resumption of the duties and responsibilities assigned to the position. The University reserves the right to request an employee to submit to an examination by a physician designated by the University following return to duty when the employee is not performing at an acceptable level of competence.

Requests for personal leave require the processing of a formal Personnel Recommendation form and approval of the President.

CHANGES PENDING APPROVAL OF THE BOARD OF TRUSTEES

- **Disability Leave Without Pay -- This is a modification of the Personal Leave policy which deletes references to the use of annual and sick leave, and limits the submission of formal recommendations to occasions when the employee is to be put in non-pay status. The revised policy places specific responsibility on employees to request leave in this category to cover periods when they are compensated by Worker's Compensation for loss of pay.**

SHORT-TERM DISABILITY

Applies to: Staff Who Are Eligible for Benefits

Benefits-eligible staff members who become unable to work for medical reasons that are not work related may have their current salary continued for a specified period under the terms of Rice University's short-term disability program. Benefits also continue, except for benefit time accumulations and holiday pay.

Description of coverage

Using accumulated benefit time until eligible for short-term disability pay. The period of salary and benefits continuation for staff begins after an absence of five work days. If the person has accumulated benefit time, it will be applied to cover the first five days of absence in each incident. Otherwise, the employee will not be paid for those days absent.

Amount of time covered. The maximum amount of leave time covered by short-term disability for each illness or diagnosed injury (including additional absences for the same diagnosis) depends on length of service according to the table below. If an employee on disability leave reaches a service anniversary that would place the employee in a category carrying a greater number of days, the employee may receive the longer period of leave.

Length of Continuous Benefits-Eligible Service	Professional, Executive, or Admin. Staff Work Days	Technical or Support Staff Hours
6 months - 3 years	30	240
3 years - 4 years	50	400
4 years - 5 years	70	560
5 years - 10 years	90	720
10+ years	130	1040

Multiple periods of disability. If the same or related causes produce additional periods of disability, the benefits due to the individual are calculated by the original benefit schedule, and the total hours or days covered are reduced by the amount of time already used for that disability. However, each disability resulting from a new cause will be considered separately, and short-term disability benefits may be used for more than one unrelated disability per service year, subject to the service-related limits shown below.

Limits on total time allowed.

40 weeks total in five years with less than 10 years service
52 weeks total in three years with more than 10 years service

Eligibility of part-time employees for short-term disability. Part-time employees are eligible for short-term disability benefits. The total benefit will depend on the proportion of a full year the employee is currently scheduled to work.

How to apply for short-term disability benefits

To receive payments under the short-term disability pay, a short-term medical leave must be requested by one of the following persons: the employee, the employee's agent, the supevisor, or the department chair. The employee must attach to the request a physician's statement confirming the disability and stating the anticipated duration.

How benefits are received

Short-term disability payments begin after the application is approved and after the first five days of the disability period. The individual receives payments in the same way that the individual usually receives his or her normal compensation. At the end of the period the physician has indicated in the application, short-term disability payments normally will be withheld by the University until updated medical information is received from the individual's physician or a physician selected by the University. Should differing opinions be offered by the individual's physician and the physician selected by the University, the opinion of a third health care provider jointly selected by the employee and the University will prevail.

How to return to work

An individual must provide a physician's statement releasing the patient to return before he or she comes back. With the approval of the director of Human Resources, individuals returning from medical leave may use short-term disability pay for a limited time. They may use it to supplement their compensation if they are released by their physician to return to work on a reduced schedule as part of their treatment plan. They may also use it as a supplement if periodic absences are medically required for the treatment of the disabling condition. The University will attempt to return individuals to the same or a similar position. Staff members whose medical leave or medical leave in combination with personal/family leave does not exceed 12 weeks will be returned to the same or an equivalent position. Other than this exception, the University does not guarantee reinstatement at the end of a medical leave.

See also: Benefits Eligibility Policy
Benefit Time Policy
Medical Leave Policy
Workers' Compensation Policy

Supersedes: 401-82, (Short-Term Disability Leave), 07/01/83
423-93, January 1, 1993

Policy No. 423-93
Revised May 1, 1993

President

UNIVERSITY OF ROCHESTER

SICK LEAVE PLAN FOR SHORT-TERM DISABILITY

The Sick Leave Plan for Short-Term Disability pays all or part of basic salary for an eligible individual who is absent from work for a period of days, weeks, or months due to disability that is not related to the job. The benefit varies (the maximum is a full year) and is determined by the individual's position and length of service.

In cases of job-related disability, the Plan may supplement Workers' Compensation payments required by law.

Eligibility

Regular and temporary full-time and part-time members of the faculty, regular and temporary full-time, part-time, and time-as-reported (TAR) staff members, and individuals who are at the University primarily for furthering their education but are employees (for example, graduate teaching assistants) are eligible for coverage under the Sick Leave Plan for Short-Term Disability.

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Premium Rates

Benefits provided under the Sick Leave Plan are paid out of University operating funds; faculty and staff members do not contribute to the Plan.

Benefits Provided for Staff Members in Clerical, Technical (including Staff Nurses and Licensed Practical Nurses), and Service Positions

Days of Sick Pay Provided: For regular full-time and part-time staff members in clerical, technical (including staff nurses and licensed practical nurses), and service positions, 10 days of sick pay protection are available immediately upon appointment and at the start of each anniversary year, up to a maximum accumulation of 20 days.

A "day" of sick pay means one-fifth of the staff member's standard weekly work hours. Sick days provide pay at the basic hourly rate (including shift differential where applicable) for normal hours lost due to non-job-related disability **during the first calendar week of such disability**.

With advance approval from the supervisor, a staff member may use days or part-days of sick pay to make up for time lost from work for visits to the doctor or dentist.

Weeks of Sick Pay Provided: For regular full-time staff members in clerical, technical (including staff nurses and licensed practical nurses), and service positions who have six months or more service, the University Sick Leave Plan provides weeks of sick pay benefits (including shift differential where applicable) **beginning with the eighth calendar day of a disability absence**. The weeks of full or half sick pay or both are shown on the following schedule.

Weeks of Sick Pay for Regular Full-Time Staff Members in Clerical, Technical (including Staff Nurses and Licensed Practical Nurses), and Service Positions

Length of University Service at Beginning of Disability	Weeks of Sick Pay Protection Available per Benefit Year		
	Full Pay	Half Pay	Total
6 months but less than 1 year	-	26	26
1 year but less than 2 years	1	25	26
2 years but less than 3 years	2	24	26
3 " " " " 4 "	3	23	26
4 " " " " 5 "	4	22	26
5 " " " " 6 "	5	21	26
6 " " " " 7 "	6	20	26
7 " " " " 8 "	7	19	26
8 " " " " 9 "	8	18	26
9 " " " " 10 "	9	17	26
10 years but less than 11 years	10	29	39
11 " " " " 12 "	11	28	39
12 " " " " 13 "	12	27	39
13 " " " " 14 "	13	26	39
14 " " " " 15 "	14	25	39
15 years but less than 16 years	15	37	52
16 " " " " 17 "	16	36	52
17 " " " " 18 "	17	35	52
18 " " " " 19 "	18	34	52
19 " " " " 20 "	19	33	52
20 years and over	20	32	52

NOTE: Successive periods of disability caused by the same or a related injury or illness are considered a single period of disability if separated by less than three months.

For regular full-time staff members with under six months of service and for regular part-time staff members, statutory sick pay (sick pay required by New York State) begins with the eighth calendar day of absence. Temporary and, after 25 days of University employment, time-as-reported (TAR) staff members become eligible for statutory benefits beginning with the eighth calendar day of absence. Statutory benefits provide half pay (up to $170 per week) for as long as 26 weeks. The minimum statutory benefit is $20 per week or the average weekly wage if it is less than $20.

Benefits Provided for Faculty and Professional, Administrative, and Supervisory (PAS) Staff by the Sick Leave Plan

For regular full-time and part-time faculty* (including faculty with visiting appointments) and professional, administrative, and supervisory (PAS) staff, full salary is continued during sick leave:

for up to	if length of University service at beginning of disability is:
2 months**	less than 2 years
4 months**	2 but less than 4 years
6 months	4 but less than 6 years
8 months	6 but less than 8 years
10 months	8 but less than 10 years
12 months	10 years or more

NOTE: Successive periods of disability caused by the same or a related injury or illness are considered a single period of disability if separated by less than three months.

Temporary staff members, and after 25 days of University employment, time-as-reported (TAR) professional, administrative, and supervisory staff members and individuals who are at the University primarily for furthering their education but are employees (for example, graduate teaching assistants) become eligible for statutory benefits (benefits required by New York State) beginning with the eighth calendar day of absence. Statutory benefits provide half pay (up to $170 per week) for as long as 26 weeks. The minimum statutory benefit is $20 per week or the average weekly wage if it is less than $20.

* Many faculty are on an academic year schedule and are paid for the duties performed during the period September 1 to May 31. Payment for academic year duties is spread over a 12-month period beginning with the July 1 preceding the academic year and ending with the June 30 following the academic year. Because faculty on academic year schedules are not required to perform any duties in July and August preceding the academic year, or in June following the end of the academic year, inability to perform duties because of medical disability in those summer months results in no loss of income as long as the faculty member returns to performance of his or her duties beginning September 1. Consequently, no sick leave benefits are paid for such periods of disability.

** Following exhaustion of 2 or 4 months at full salary continuation, faculty and PAS staff are eligible to receive New York State statutory benefits to a maximum disability benefit of 26 weeks. Statutory benefits provide half pay (up to $170 per week) for as long as 26 weeks. The minimum statutory benefit is $20 per week or the average weekly wage if it is less than $20.

Benefits Provided for Strong Memorial Hospital House Staff

For regular full-time and part-time Strong Memorial Hospital House Staff, full salary is continued during sick leave for up to the full period of the one-year appointment or according to the following schedule, whichever provides the greater benefit:

for up to	if length of University service at beginning of disability is:
2 months*	less than 2 years
4 months*	2 but less than 4 years
6 months	4 but less than 6 years
8 months	6 but less than 8 years
10 months	8 but less than 10 years
12 months	10 years or more

NOTE: Successive periods of disability caused by the same or a related injury or illness are considered a single period of disability if separated by less than three months.

*Following exhaustion of 2 or 4 months at full salary continuation, Strong Memorial Hospital House Staff are eligible to receive New York State statutory benefits to a maximum disability benefit of 26 weeks. Statutory benefits provide half pay (up to $170 per week) for as long as 26 weeks. The minimum statutory benefit is $20 per week or the average weekly wage if it is less than $20.

Coverage on Retirement, Termination or on Change to Ineligible Status

Faculty and staff members who become disabled within four weeks after retirement, termination of employment or change to an ineligible status may qualify for statutory benefits during the period of disability.

Coverage During Long-Term Total Disability

For regular full-time faculty and staff members, another plan, the University's Long-Term Disability (LTD) Plan, may provide protection for longer periods. Long-Term Disability benefits start after six months or when sick pay runs out after that time, whichever provides the greater benefit.

If a faculty or staff member becomes totally disabled before age 60, Long-Term Disability Plan benefits will continue until the disability ends or the individual reaches the normal retirement date (age 65), whichever comes first. If a disability begins after the attainment of age 60 but before age 68 1/2, Long-Term Disability benefits will end five years after the beginning of the disability or when the individual reaches age 70, whichever comes first. If a disability begins at age 68 1/2 or later, Long-Term Disability benefits will continue for one year.

Coverage During Job-Related Disability

The Sick Leave Plan covers absence due to non-job-related disability. Separate but similar benefits apply to job-related disability (disability caused by one's job).

Statutory Workers' Compensation benefits pay medical costs and provide 2/3 pay up to a maximum benefit of $350 per week ($400 per week effective 7-1-92), starting on the eighth day of job-related disability; if the disability lasts over 14 days, payments are made starting with the first day. However, if Workers' Compensation calls for lower payments than would apply under the Sick Leave Plan, the University provides the faculty or staff member with the higher benefits.

Coverage During Leave of Absence

During an approved leave of absence, faculty and staff members who become disabled within four weeks of the effective date of leave may qualify for statutory benefits during the period of disability.

Coverage During Layoff*

During a temporary or indefinite layoff, an individual who becomes disabled within four weeks of the effective date of layoff may qualify for statutory benefits during the period of disability.

*This section does not apply to faculty.

Payment of Benefits

A faculty or staff member who becomes ill and cannot work is responsible for notifying his or her supervisory or department head promptly. An individual who is out ill for several days should keep the supervisor or department head advised as to the expected date of return to work.

Staff Members in Clerical, Technical (including Staff Nurse and Licensed Practical Nurses), and Service Positions: For an absence involving more than five consecutive work days, the staff member needs a New York State Form DB-450. When notified of the illness by the staff member's department, the Benefits Office sends a Form DB-450 to the individual's home. The Form DB-450 has one section for information from the staff member and another section for a report from the physician. (For those of the Christian Science faith, a statement from a Practitioner may be substituted for the physician's statement.)

A manager or supervisor may require medical certification for a less-than-five-day absence when, in his or her judgment, there is a question of (1) illness or injury affecting the staff member's ability to perform safely on the job; (2) possible contagion; (3) possible work-relatedness of the disability; or (4) possible abuse of sick leave benefits.

Faculty and Professional, Administrative, and Supervisory (PAS) Staff: The individual should submit to the supervisor or department head, for forwarding to the Benefits Office, a brief note giving the dates and causes of any disability which results in absence from regular work for longer than 30 days (or for a shorter period, if suggested by the department head).

The University of Rochester reserves the right to modify, amend or terminate the Sick Leave Plan at anytime.

UNIVERSITY OF ROCHESTER

LONG-TERM DISABILITY PLAN

The Long-Term Disability (LTD) Plan guarantees a monthly income equal to 60% of **covered** annual salary* when an individual is totally disabled for more than six months.

Eligibility

Regular full-time members of the faculty and staff are eligible for Long-Term Disability Insurance upon completion of one year of service with the University. There is no waiting period for members of the Strong Memorial Hospital House Staff. The one-year service requirement is waived for individuals who apply for coverage within three months after leaving another employer-sponsored group long-term disability plan which guaranteed income benefits for at least five years during disability.

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Limited Long-Term Disability Insurance

Under the Long-Term Disability Plan, as soon as a faculty or staff member becomes eligible, he or she is covered for **Limited** Long-Term Disability Insurance, which is based on salary up to $15,000 a year. **Limited** Long-Term Disability Insurance provides income protection for 60% of **covered** annual salary up to $15,000, when an individual is totally disabled for more than six months. **Limited** Long-Term Disability Insurance is paid for entirely by the University.

Full-Long Term Disability Insurance

In addition to the **Limited** Long-Term Disability Insurance, faculty and staff members may sign up for **Full** Long-Term Disability Insurance through payroll deduction. **Full** Long-Term Disability Insurance provides income protection for 60% of **covered** annual salary, up to a maximum **covered** annual salary of $300,000, when an individual is totally disabled for more than six months. Members of the Plan who choose **Full** coverage pay 30 cents a month or 14 cents per biweekly pay period for each $1,000 of **covered** annual salary above $15,000, to a maximum **covered** annual salary of $300,000.

*Annual salary means "targeted net income" for faculty members under The School of Medicine and Dentistry Faculty Compensation Plan. For other salaried faculty and staff, annual salary means 12 times the regular monthly salary or 26 times the regular biweekly salary. For nonexempt (hourly) staff, annual salary means the individual's standard annual hours times his or her hourly rate of pay.

Enrollment for Long-Term Disability Insurance

Upon appointment a faculty or staff member will be required to sign an application form electing **Full** or **Limited** Long-Term Disability Insurance. A faculty or staff member who does not choose **Full** Long-Term Disability Insurance within 31 days of becoming eligible and later wishes to add this coverage must submit a statement of health for approval by the insurance company.

Cancellation of Full Long-Term Disability Insurance

A faculty or staff member may cancel **Full** Long-Term Disability Insurance at any time; the cancellation takes effect at the beginning of the next pay period. A faculty or staff member who cancels **Full** Long-Term Disability Insurance and later wishes to add this coverage must submit a statement of health for approval by the insurance company.

Benefits Provided by the Long-Term Disability Plan

When total disability lasts longer than six months, the Long-Term Disability Plan guarantees the individual an income equal to 60% of the **covered** annual salary, **including family Social Security benefits or Workers' Compensation payments or both.** The monthly Long-Term Disability benefits (maximum $15,000; minimum $50) is calculated based on the **covered** annual salary at the time disability began.

For example, an individual who chose **Limited** Long-Term Disability Insurance can receive benefits based on 60% of **only** the first $15,000 of annual salary. However, an individual who chose **Full** Long-Term Disability Insurance can receive benefits based on 60% of the **covered** annual salary (maximum covered salary is $300,000 per year).

If the individual's (or his or her dependents') Social Security benefits increase after the Long-Term Disability income begins, that increase does not change the Plan income; the Social Security increase may be kept in addition to the Long-Term Disability Plan income.

If the faculty or staff member is not eligible for benefits from Social Security or Workers' Compensation, the Long-Term Disability Plan pays the full 60% of **covered** annual salary.

To help offset the erosion of the purchasing power of disabled faculty and staff on fixed incomes, the LTD income benefit provision will be reviewed annually, and benefits for recipients whose disability began on or after January 1, 1989 will be adjusted up to a maximum of 3 percent as required.

The Long-Term Disability Plan does not provide benefits for disabilities due to intentional self-inflicted injury or illness, or to war, declared or undeclared.

Coverage on Retirement or After Age 60

If a faculty or staff member becomes fully disabled before age 60, Long-Term Disability Plan benefits will continue until the disability ends or the individual reaches normal retirement date (age 65), whichever comes first. If a disability begins after the attainment of age 60 but before age 68 1/2, Long-Term Disability benefits will end five years after the beginning of the disability or when the individual reaches age 70, whichever comes first. If a disability begins at age 68 1/2 or later, Long-Term Disability benefits will continue for one year.

In the case of an individual who retires, participation is cancelled on the last day before retirement.

Coverage on Termination or on Change to Ineligible Status

If a faculty or staff member terminates employment or changes to an ineligible status, Long-Term Disability Insurance is cancelled on the last day of the pay period in which termination or change occurs. This does not affect the individual's benefits for a total disability existing on the date of cancellation of coverage.

Coverage During Sick Leave

The University's Sick Leave Plan provides continuation of all or part of an individual's basic salary for as long as one full year, depending on the length of the individual's University service. Faculty and staff members with long University service may find that the Sick Leave Plan provides a higher income than the Long-Term Disability Plan during part or all of a period of disability of more than six months. In such a case, the Sick Leave Plan applies and the individual receives the higher amount during that period.

When an individual is receiving benefits under the Sick Leave Plan for Short-Term Disability, **Limited** Long-Term Disability is continued. **Full** Long-Term Disability Insurance will also be continued unless the faculty or staff member signs a form cancelling **Full** Long-Term Disability Insurance. Individuals who choose to continue **Full** Long-Term Disability Insurance while receiving benefits under the Sick Leave Plan will need to pay their normal share of the premiums, unless approved for benefits under the Long-Term Disability Plan.

Coverage for Job-Related Disability

Both job-related and non-job related disabilities are covered by the Long-Term Disability Plan.

When a regular full-time member of the faculty or staff is receiving Workers' Compensation for a job-related disability, **Limited** Long-Term Disability Insurance is continued. **Full** Long-Term Disability Insurance will also be continued unless the faculty or staff member signs a form cancelling **Full** Long-Term Disability Insurance. Individuals who choose to continue **Full** Long-Term Disability Insurance while receiving Workers' Compensation benefits will need to pay their normal share of the premiums, unless approved for benefits under the Long-Term Disability Plan.

Faculty and staff members with long University service may find that Workers' Compensation benefits as supplemented by the Sick Leave Plan provides a higher income than the Long-Term Disability Plan during part or all of a period of disability of more than six months. In such a case, the individual receives the higher amount during that period.

Coverage During Leave of Absence

Limited Long-Term Disability Insurance is continued for an individual receiving at least one-quarter pay during an approved leave of absence. **Limited** Long-Term Disability Insurance is also continued for an individual receiving less than one-quarter pay during an approved leave of absence for full-time study for an advanced degree or active work in education or research.

In the above instances, **Full** Long-Term Disability Insurance will also be continued unless the faculty or staff member signs a form cancelling **Full** Long-Term Disability Insurance. Individuals who choose to continue **Full** Long-Term Disability Insurance during an approved leave of absence will need to pay their normal share of the premiums.

For an individual receiving less than one-quarter pay during an approved leave of absence for reasons other than such full-time study or active work in education or research, Long-Term Disability Insurance is suspended for the period of the leave.

Coverage During Layoff*

During a **temporary** layoff, **Limited** Long-Term Disability Insurance is continued. **Full** Long-Term Disability Insurance will also be continued unless the faculty or staff member signs a form cancelling **Full** Long-Term Disability Insurance. Individuals who choose to continue **Full** Long-Term Disability Insurance during a **temporary** layoff will need to pay their normal share of the premiums.

During an **indefinite** layoff, Long-Term Disability Insurance is suspended.

*This section does not apply to faculty.

Payment of Benefits

Individuals must be enrolled in the Long-Term Disability Plan in order to qualify for benefits. A faculty or staff member is eligible for benefits even if the disability is caused by a condition existing before joining the Plan, provided that the individual was actively at work when he or she began to participate in the Plan.

The Long-Term Disability contract defines total disability as: "During the first thirty months of such total disability, the complete inability of the employee, by reason of sickness or bodily injury, to engage in one's regular occupation. Thereafter it means the inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which he is reasonably fitted by education, training or experience."

When a faculty or staff member has been disabled for three months, the Benefits Office sends instructions for filing a claim and the appropriate form to the individual's home. He or she must complete the claim form and return it to the Benefits Office. The Benefits Office then forwards the appropriate forms to the insurance company, which is responsible for contacting the individual's physician(s) and for review, approval and payment of the claim.

If a faculty or staff member becomes fully disabled before age 60, Long-Term Disability Plan benefits will continue until the disability ends or the individual reaches normal retirement date (age 65), whichever comes first. If a disability begins after the attainment of age 60 but before age 68 1/2, Long-Term Disability benefits will end five years after the beginning of the disability or when the individual reaches age 70, whichever comes first. If a disability begins at age 68 1/2 or later, Long-Term Disability benefits will continue for one year.

The Long-Term Disability Plan also protects retirement income when an individual is disabled. If a faculty or staff member becomes totally disabled and is receiving benefits from the Long-Term Disability Plan, he or she will be eligible for what is called the Annuity Premium Waiver Benefits. This means that, if an individual is eligible for a direct contribution by the University to the Retirement Program, that contribution will be directed to TIAA-CREF Regular Retirement Annuities during the disability. The Annuity Premium Waiver Benefit will be based on Long-Term Disability **covered** annual salary and will continue as long as Long-Term Disability benefit payments are in effect.

The University of Rochester reserves the right to modify, amend or terminate the Long-Term Disability Plan at anytime.

Section: LIBRARIANS	Code Number:5.02.07
Item: Short-Term Compassionate & Emergency Leave	Page 1 of 1
Effective Date: June 1980	Replacing: New*

Leaves of Absence:

Leave of absence with or without pay may be agreed upon by the University and a librarian at any time. Requests for leave of absence without pay shall not be unreasonably denied by the University. Leave of absence without pay shall not normally exceed three consecutive years.

Librarians on leave of absence receiving twenty-five (25) per cent of salary or more shall be entitled to full participation in University benefit plans in accordance with present practice. A librarian on leave without pay (or who receives less than 25 per cent of salary) may maintain membership in the University benefit plans in accordance with present practice.

Short-Term Compassionate and Emergency Leave

A Librarian may arrange short-term compassionate or emergency leave with his or her supervisor with no loss of salary or benefits. Requests for such leaves shall not be unreasonably denied.

There is additional information concerning the continuation of the Benefit Plans under the section entitled Continuation of Benefit Plans While on leave (Code Number: 2.02.03) in the Manual of Staff Policies.

*This policy reflects Appendix A of the June 1980 Memorandum of Agreement.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SABBATICAL AND REASEARCH LEAVE POLICIES

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

COLORADO STATE UNIVERSITY LIBRARIES

F.3.4 Sabbatical Leave

The University offers academic faculty members and administrative-professional employees on State and County Extension Service staffs the possibility of sabbatical leaves every seventh year of employment.

F.3.4.1 Conditions for Granting Sabbatical Leave

a. Administrative members of the academic faculty, including deans of colleges, are not eligible for sabbatical leaves except under unusual and extenuating circumstances. Department heads shall be eligible for sabbatical leaves.

b. Absence is to be for not more than two academic semesters in cases of faculty on 9-month appointments, and for not more than one calendar year in cases of faculty on 12-month appointments.

c. A faculty member may elect to take his or her sabbatical leave in two or more different time periods, instead of all at once, providing that he or she is able to show that this is a more beneficial arrangement for his or her professional development and for the needs of his or her department. The total of such time periods with full pay shall not exceed one-half of the term of his or her annual appointment, whether it be 9 or 12 months, and each grant of such total time for leave shall be made only after six years of previous full-time employment.

d. The salary of a faculty member while on sabbatical leave shall be either one-half his or her basic salary for one year (9- or 12-month appointments) or full salary for one semester for 9-month employees or full salary for six months for 12-month employees. The basic salary shall be the salary scheduled for the year of the semester in which the leave is taken. A faculty member on half pay will receive only half the service credit towards PERA unless the individual arranges with the Department of Human Resource Services to make optional extra payments to PERA for the difference. Faculty members on sabbatical leave are eligible for all benefits available under the Select Benefits Plan. See Section H.2.4.c, Faculty Benefits, for specific procedures to follow while on sabbatical leave.

e. Persons on sabbatical leave must devote themselves to one or more of the following: (1) advanced study toward a higher degree; (2) research in the professional field of the faculty member on leave; (3) travel to compare methods in other institutions; or (4) other direct benefit to the faculty member in his or her work for the University. In every case, a single comprehensive report shall be submitted to the Secretary of the Governing Board, with copies to the dean and department head concerned, by the employee upon his or her return from leave.

f. Choice of type of endeavor to be pursued during leave must be made in advance by agreement among the faculty member and his or her department head and dean, with approval by the President and the Governing Board. Any part-time employment of a faculty member on leave shall be in the professional field of work of the faculty member and shall be approved by the department head and dean prior to the leave.

g. As a prior condition to the granting of sabbatical leave, the faculty member must agree in writing that upon expiration of leave he or she will return to his or her employment with the University for at least one year (two semesters for 9-month employees), and, if the individual fails to conform to the requirement, he or she will refund to the Governing Board in full the salary and such other fringe benefits the University has paid in the individual's behalf during his or her leave as a prior condition of his or her release from the agreement.

h. Absence must be planned to permit conduct of work of the department or section with least inconvenience and least additional expense during the faculty member's absence. If more than one member from the same department or section desires leave at the same time and absence of two members would constitute a hardship to the department or section, either by handicapping the work or by causing too great additional expense, priority for leave shall be given to the faculty member longest employed by the University on a continuous regular appointment since any such type of leave.

i. Sabbatical leaves are not cumulative. Periods of temporary or part-time employment may not be counted in determining eligibility for the sabbatic privilege.

j. During sabbatical leave, faculty members are permitted to accept part-time employment directly related to objectives of their leave. There is no limit on the amount of remuneration which may be received for such employment.

k. Sabbatical leave is not granted for the purpose of taking substantially full-time employment in another assignment regardless of how closely related such employment may be to the technical field of the faculty member. Special leave without pay is intended to be used in such cases. This limitation does not extend to employment as faculty assistant or fellows or the equivalent by faculty members whose sabbatical leave is authorized for the purpose of study toward a higher degree.

l. Requests for sabbatical leaves to be taken within any fiscal year shall be submitted not later than February 1 of the preceding fiscal year. Under extenuating circumstances exceptions to this ruling may be granted but not if the granting of such exceptional request would significantly increase a departmental budget.

m. Time spent on special leaves, to a maximum of 2 years, may be applied to total time cumulative for sabbatical leave providing the faculty member (1) has been employed for a minimum of one year prior to beginning of special leave and (2) has returned to his employment for not less than one year prior to beginning of sabbatical leave. The fact that special leaves have been previously granted to a faculty member shall not infringe in any way on his or her normal eligibility for sabbatical leave.

n. The faculty member on sabbatical leave is on University business, and shall be eligible for tenure, promotion, and salary raises while on leave.

F.3.4.2 College Criteria for Granting of Sabbatical Leaves

College criteria for the granting of sabbatical leaves shall be stated in writing, be made readily available to all faculty members in the college, be consistent with policies respecting sabbatical leaves in the Manual, and be complete (i.e., no criteria shall be utilized on regular basis which are not stated in writing and communicated to the faculty of the college). Faculty members whose sabbatical requests are denied shall receive a personal written statement of reasons for the denial and shall have the right of appeal through the standard grievance procedures of their colleges and the University.

Deans of colleges shall act as coordinators for administration of this policy in order to prevent any situation which might impair efficiency of a department. The maximum number of faculty members to be awarded sabbatical leaves each year shall be determined by the fiscal resources of the University for the year in question.

F.3.4.3 Sabbatical Leave as a Legitimate Expectation

While sabbatical leaves shall not be construed as a mandatory right of any faculty member, they can be considered as a legitimate expectation, providing that the faculty member satisfies the criteria of his or her college and of the University for the granting of such leaves. Such leaves are intended to benefit the University by increasing the experience level or academic achievement of the faculty member participating.

B.9 Leaves

The University recognizes the right and obligation of librarians to continue the development of their scholarship and professional competence. The overriding objective of the University is the continuance of its academic program at a high level of excellence. The provision of periods of leave for librarians makes an important contribution to the achievement of this objective. For this purpose the University grants leave with salary or leave without salary, according to the circumstances.

It must be recognized, however, that the demands made on the resources of the University will fluctuate from time to time, and that the adoption of a rigid leave policy might well reduce the effectiveness of the University in pursuing its major objective. The policy dealing with leave has therefore been drafted so as to permit a reasonable flexibility in its application.

B.9.1 Academic and Professional Development Leave

It must be recognized that study leaves are essential for the continuing excellent performance of the University of Guelph Library Staff. The technological changes in the science of information organization, retrieval and transfer within the past decade as well as those anticipated in the near future, place a burden on each librarian which is impossible to alleviate within the normal library service schedule.

B.9.1.1 Extended Development Leave with Salary

B.9.1.1.1 The University encourages librarians who have continuing appointments and who have completed six full years of service at the University (since appointment or since completion of a previous development or extended leave with salary)* to apply for extended leave with salary. Every application will be considered in relation to the resources available to the Library. The purpose of the leave is to enable the librarian to devote time to scholarly and professional development and thus to enhance the quality of his or her subsequent contribution to the University. It is expected that, at the time of application, the librarian will provide a tentative plan for the leave period.

* An exception to this stipulation will be made where the previous leave was connected with campaigning as a candidate for public office, in accordance with the University's statement on Elective Public Office.

B.9.1.1.2 Since the purpose of the leave is to enable the librarian to devote her or his time to scholarly and professional development,the librarian should not, during the period of the leave, engage in remunerative employment to such an extent that the basic purpose of the leave cannot be accomplished. Furthermore, such remunerative employment requires the written permission of the Chief Librarian.

B.9.1.1.3 The librarian who qualifies under Section B.9.1.1.1, above, may apply for up to nine months' leave at a stipend determined on the following basis:

up to 6 months	100% of salary
7 months	90% of salary
8 months	80% of salary
9 months	70% of salary

If additional funds are received from outside sources, the salary is adjusted so that the total remuneration does not exceed full salary plus a reasonable amount for travel.

B.9.1.1.4 The review and evaluation of applications for extended leave with full or partial salary from librarians who qualify under Section B.9.1.1.1, above is detailed in Section B.6.6, above.

B.9.1.1.5 It is expected that the librarian returns to the Library for at least one year following the leave period.

B.9.1.1.6 The librarian receives the normal University benefits, including classification changes and salary adjustments, as these apply to librarians, but the Human Resources Division should be consulted in each case in order to ascertain whether any special conditions apply.

B.9.1.2 Development Leave with Salary

B.9.1.2.1 A librarian who has completed at least three years of continuous service at the University (since appointment or since completion of a previous extended development leave with salary)* will be eligible to be considered for two months' study leave with salary. She or he will be eligible to be considered for further similar leaves provided that the interval between them shall be at least three years of continuous service.

* It is therefore impossible for a development leave and an extended development leave to be granted in conjunction with one another

B.9.1.2.2 Acceptance of this leave implies an obligation to remain at the University for a period of a year following the librarian's return from such leave.

B.9.1.2.3 The librarian is expected to use the period of such a leave for the broadening of his or her professional qualifications or for the improvement of his or her scholarly attainments. A proposal for the use of this leave is submitted with the application.

B.9.1.2.4 The review and evaluation of applications for development leave with salary from librarians who qualify under Section B.9.1.2.1, above is detailed in Section B.6.6, above.

B.9.1.2.5 The librarian receives the normal University benefits, including classification changes and salary adjustments, as these apply to librarians, but the Human Resources Division should be consulted in each case in order to ascertain whether any special conditions apply.

B.9.1.3 Other Leave with Salary or Assisted Leave

Special leaves with salary, etc., may be granted to a librarian at the discretion of the Chief Librarian for such purposes as the study of operating systems and services at other libraries and institutions; and the attendance of conferences, meetings, seminars, workshops, learned societies, etc.

B.9.1.4 Development Leave Without Salary

In appropriate cases, and with sufficient notice to permit recruiting of temporary replacement, any librarian may receive leave without salary on the agreement of the Chief Librarian and the Vice-President Academic. The period of leave is ordinarily a year or less. Librarians wishing to maintain pension and other University benefits are responsible for both their own and the University's contributions. The Human Resources Division should be consulted for details about benefit plans before the leave commences.

B.9.2 Other Leaves

Leaves for purposes other than those mentioned in Section B.9.1, above, such as maternity leave, political leave, compassionate leave, sick leave, etc., are included with fringe benefits covered in Section B.8.3, above. Leave for the purpose of teaching or acting in another professional capacity is covered in Section B.8.4, above.

McMASTER UNIVERSITY LIBRARY

PAID DEVELOPMENT LEAVE PROGRAMME FOR PROFESSIONAL LIBRARIANS

I. INTRODUCTION

The University recognizes the benefit to the University and its Library System, as well as to the individual, to grant development leave (with full or partial salary - see section VII below) to its professional librarians. "Development leave," as used in this document, is of longer duration than conferences or short courses attended by librarians with the approval of their department head.

Due to the diversity of potential requests and the variable circumstances that can prevail in the division or department concerned, a degree of flexibility will be required from both the Library and all professional staff in order that a programme of development leave can operate successfully. The following paragraphs broadly describe the purpose and operation of the programme.

II. PURPOSE OF THE PROGRAMME

The purpose of the development leave programme is to provide professional librarians with the opportunity to enhance their skills and professional competence, and extend beyond the everyday demands of the job to pursue an investigation, project, or intellectual question that will better equip the Library to continue to provide library service of the highest quality.

III. DURATION AND AVAILABILITY OF DEVELOPMENT LEAVE

The length of the Development Leave shall not normally exceed thirteen weeks (one academic term). Normally, no more than twenty-six weeks of development leave will be funded in any fiscal year.

IV. ELIGIBLE ACTIVITIES

Paid development leave is intended to facilitate the engagement of librarians in the following kinds of activities:

- "fellowship" or "project" opportunities when the host academic library provides no direct funding for salary, or requires matching salary funding, or offers only a nominal stipend, travel expenses, etc. (e.g. certain programmes sponsored by the Council on Library Resources, the National Library of Canada, and "sabbatical opportunities" of the kind provided by the University of Utah Health Sciences Library)

- execution of a focussed project that will enhance the Library's capability and will usefully expand the knowledge base of the academic library community. Examples of possible topics would be:

  - LIBRARY OPERATIONS
    - Copyright and intellectual property laws affecting library operations as new technologies are introduced

  - BIBLIOGRAPHIC SYSTEMS
    - Technical issues in network development

  - COLLECTIONS DEVELOPMENT
    - The changing patterns of scholarly communication
    - Long-term effects on academic libraries of diminished competition in the field of scholarly journal publishing

  - USER SERVICES
    - The effect of government information policy on academic libraries
    - Development of a model for the delivery of data services

  - INFORMATION SYSTEMS AND THE FUTURE LIBRARY
    - Artificial intelligence applications to library operations
    - Effectiveness of bibliographic utilities and systems consortia

These examples are intended to suggest the range of possible topics, and are not definitive.

Paid development leave is not available in support of activities for personal academic or educational advancement.

V. ELIGIBILITY FOR THE PROGRAMME

Prospective applicants must be graduate librarians, who have a minimum of five years of continuous employment as a professional librarian at McMaster prior to the commencement of a development leave. A further three years of continuous service are required beyond a development leave before eligibility for a subsequent development leave is established.

VI. APPLICATION PROCEDURE AND REVIEW MECHANISM

Applications will be adjudicated by a committee consisting of the University Librarian, the Director of the Health Sciences Library, the applicant's supervisor, and the Library Personnel Officer.

A librarian wishing to undertake a development leave must complete and submit an application through his/her supervisor(s) to the review committee by December 31st (at the latest) for a leave during the following fiscal year (May 1 - April 30).

Applications for a development leave will be judged by the following criteria:

- the value of the intended project to the Library and the University
- the relevance of the project to the applicant's present area of responsibility and career development path
- the merit of the project, and the likelihood of its successful completion
- the availability of external funding support
- the overall professional performance of the applicant in her or his working environment

VII. SALARY AND BENEFITS DURING A DEVELOPMENT LEAVE

During a development leave, librarians will receive 100% of their salary. If external funding, including a salary component, is received by the applicant, the salary will be subject to review. For the period of the development leave, the individual will be required to maintain membership in the University benefit plans. The University and the librarian will maintain all benefit contributions at the required levels.

At the time of reviewing applications for development leave, consideration will be given to requests for some limited additional funding for travel, secretarial assistance, the purchase of computer time etc.

VIII. COMPLETION OF DEVELOPMENT LEAVE

A written report on the project or activity undertaken will be submitted to the review committee within six weeks of the end of the leave. On completion of the leave period, the librarian will return to her/his original position. The returning librarian will be asked to personally present his/her project and its results to the professional staff.

August 14, 1989

SECTION: Personnel

Attachment 1

SUBJECT: Sabbatical Leave

APPLIES TO: Regular Instructional Staff (Professorial Ranks Only)

I. Policy

Sabbatical leaves of absence may be granted to provide the staff member an opportunity for an intensive program of research and/or study, thus enhancing his effectiveness to the University as a teacher and scholar.

II. Regulations and Definitions

A. Eligibility

Members of the regular instructional staff who have completed six years of service in regular professorial ranks at the University are eligible for a sabbatical leave.

B. Duration and Compensation

1. A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year period.

2. The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary.

C. Extra Compensation During Sabbatical Leave

1. A member of the professorial staff on sabbatical leave shall not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In each such case the source of additional funds and the fact that their use materially aids the planned research program of the staff member shall be fully set forth in the request for sabbatical leave, or if not known at that time, prior to the effective date of the sabbatical leave.

2. Compensation received from acceptance of a fellowship or other assistance in research including the sabbatical

2. Leaves of absence without salary are not considered in determining years of service applicable toward the sabbatical eligibility requirement.

3. Leaves of absence with salary (e.g., sick leave) are considered in determining years of service.

G. Health and Life Insurance

Subject to, and consistent with the Group Health Insurance Plans (Blue Cross, Blue Shield, Major Medical) and the Group Life Insurance Plan, coverage will be continued during a sabbatical leave of absence, unless specifically cancelled by the staff member through visiting or writing the Staff Benefits Office.

H. Retirement Plan (TIAA-CREF)

Retirement plan contributions will continue during a sabbatical leave. The University will continue to contribute its share of the premiums due under the retirement plan at the full salary rate, and will deduct the staff member's contributions from paychecks on the same basis. At the written request of the staff member receiving half salary during the sabbatical leave, the University and the staff member's contributions shall be reduced by one half during the period of half salary payments.

I. Disability Plan

Disability plan protection will continue during sabbatical leave.

J. Sick Leave Plan

Sick leave plan benefits will continue during sabbatical leave.

K. Vacation

Staff members are not eligible for vacation allowance during the sabbatical leave.

L. Retirement Furlough Eligibility

In order to be eligible for a retirement furlough, an individual must not have taken a sabbatical leave during the four years preceding the beginning date of the retirement furlough.

B. Return from Sabbatical Leave

Responsibility		Action
Staff Member	1.	Submit to the Chairman a full report of the results of the leave within 90 days following return from leave.
Chairman	2.	Acknowledge receipt of the report and send copies of acknowledgment to the Dean and Staff Records Office.
Staff Records Office	3.	Maintain letter of acknowledgement of receipt of sabbatical report in staff member's personnel file.

THE UNIVERSITY OF MICHIGAN

Standard Practice Guide

Relating to Sabbatical Leaves of Absence

Sabbatical leaves of absence may be granted to provide the staff member an opportunity for an intensive program of research and/or study, thus enhancing his effectiveness to the University as a teacher and scholar. All sabbatical leaves will be reported monthly to the Board of Regents.

Members of the regular instructional staff who have completed six years of service in professorial ranks at the University are eligible for a sabbatical leave. A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year period. The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary. A member of the professorial staff on sabbatical leave shall not render service for compensation in the University or another institution or enterprise. This does not preclude, however, the acceptance of a fellowship or other assistance in research. In each case the source of additional funds and the fact that their use materially aids the planned research program of the staff member shall be fully set forth in the request for sabbatical leave, or if not known at that time, prior to the effective date of the sabbatical leave. Compensation received from acceptance of a fellowship or other assistance in research including the sabbatical leave salary may not exceed the regular salary of the staff member.

Application for sabbatical leave shall be made in writing and submitted to the Dean of the unit concerned not later than February 1, preceding the appointment year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for the sabbatical which includes its significance as a contribution to the professional effectiveness of the applicant and the best interest of the University.

Upon completion of the sabbatical leave the recipient shall submit a report of the results of the leave within 90 days following return from leave. The report shall be submitted to the chairman who will acknowledge receipt of the report (via memo) and forward a copy of the acknowledgment memo to the Dean and the Staff Records Office. (In some instances, the Dean's office may require a copy of the report.)

A staff member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave.

In order to be eligible for a retirement furlough, an individual must not have taken a sabbatical leave during the four years preceding the beginning date of the retirement furlough.

Standard Practice Guide 201.30–2.

New York University

SABBATICAL LEAVE

University provisions for sabbatical leave are set forth in the Faculty Handbook. The Sabbatical Policy for Twelve-Month Appointments, prepared in the Office of Legal Counsel and approved by the Vice-President for Academic Affairs, covers library faculty. A copy of this policy follows this description.

Three options, each with respective pay and vacation time, are available to library faculty who receive sabbatical leave. Option I provides 12 months of leave at 3/4 base pay and with annual vacation taken during the leave period. Option II provides two separate 6 months of leave at 3/4 base pay (the other 6 months of each year being at full base pay) and with 50% of annual vacation taken during the leave period. Option III provides 6 months of leave at full pay and with 50% of annual vacation time taken during the leave period.

Application for sabbatical leave is to be made during the academic year preceding the year in which the leave is sought. Applicant's request, including appropriate supporting material, is to be submitted to the department Director no later than December 1. The Director's recommendation must be sent to the Dean on or before December 15th. The Dean's recommendation is due in the Office of the Vice-President for Academic Affairs early in January.

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APPLICATION GUIDELINES

SHORT RESEARCH ASSIGNMENTS
RUTGERS UNIVERSITY LIBRARIES

Nature of the Program

The purpose of the short research assignment (SRA) is to give members of the Library Faculty the opportunity to further their scholarly/creative or research interests in accordance with the promotion regulations. Like the University FASP program, the research assignment allows librarians a choice of any subject for their research.

Leaves will not be granted for preparation of course-related papers, with the exception of final work on a dissertation.

Colleagues will "close ranks" to enable the participant to take the leave.

Each SRA application should include the following:

A. A detailed description of the characteristics of the project,

B. A statement regarding the rationale for this particular application,

C. A plan for any aspects of the project which cannot be completed during the SRA,

D. A statement of the expected outcome or impact of the project for which the leave is being granted,

E. A schedule of how the time is to be taken.

The case for an SRA award will be strengthened if the applicant demonstrates some prior progress on the proposed topic.

Time Limits

SRAs will be up to 22 working days taken in blocks of no less than three consecutive working days, within six months, upon recommendation of the Unit Librarian and the SRA Committee to the University Librarian. For research requests exceeding 22 days, applicants should consider a FASP leave.

Program Administration

The SRA Committee, composed of three tenured members elected by the library faculty will administer the program. The term of office shall be for three years. Applicants are encouraged to consult the SRA Committee for information and clarification at any stage in the application process. SRA Committee membership will appear periodically in the Agenda.

BEST COPY AVAILABLE

Eligibility

SRA's will be limited to one per year for any individual. Librarians in their terminal year are not eligible. Those who have taken a FASP leave must wait one calendar year before applying for an SRA.

No opportunity for appeal exists when a negative decision is reached. The completed application and endorsements will be returned to the applicant.

If an individual's application is denied in one quarter he/she is not precluded from reapplying in the next quarter. The SRA Committee is available to assist in the reapplication process.

Application Time Frame

Proposals will be reviewed four times a year by: January 15, April 15, July 15 and October 15. Application forms are available from unit directors, librarians, the Faculty Coordinator or the SRA Committee Chair. Applications received after the deadline will be considered during the next quarter.

Applicants should notify the SRA Chair when the completed form is given to the Unit Librarian. The Unit Librarian must act on the application within ten days of its receipt, and forward it to the SRA Committee Chair on or before the quarterly deadline (January 15, April 15, July 15, October 15).

The SRA Committee must act on the application within ten working days of its receipt from the Unit Librarian, and forward it to the University Librarian.

The University Librarian must act on the application within ten working days of its receipt.

The University Librarian or his/her designee will forward the completed application to the applicant with a copy to the Unit Librarian and SRA Committee Chair. The entire process will be completed within the month following the quarterly application deadline.

Requirements

Within thirty working days of completion of the leave, a brief written report must be submitted to the University librarian, with a copy to the SRA Chair. An oral presentation may be required.

Revised 8/86; Revised 2/91

RUTGERS UNIVERSITY LIBRARIES

SHORT RESEARCH ASSIGNMENTS APPLICATION

Name_____ Unit_____

Term of participation: inclusive dates,

From_____ To_____ Number of Days_____

Allocation of Days_____
(How your time
will be used)

Please list all previous leaves you have received:

Proposal:_____

_____

Summarize, in the space provided, your primary goal, your methodology, and the end result.

_____

APPLICANT PLEASE SIGN BELOW

If my application is approved I agree to submit a brief written report to the University Librarian, the Short Research Assignments Committee, and the unit librarian. I also understand I may be required to give an oral presentation on my research.

_____ _____
(Signature of Applicant) Date

SHORT RESEARCH ASSIGNMENTS

ENDORSEMENT

Applicant's Name _____ Term of Leave _____

Date Received _____

Endorsed - Not Endorsed

Unit Librarian _____ Date of Action _____

Rationale:

Date Received _____

Endorsed - Not Endorsed

Chair, Short Research Assignment Committee _____ Date of Action _____

Rationale:

Date Received _____

Endorsed - Not Endorsed

University Librarian _____ Date of Action _____

Rationale:

SRA Application Form, p.2
Revised 08/86

STONY BROOK

Main Library

AN INFORMAL STATEMENT ON
RELEASED TIME FOR LIBRARY FACULTY DEVELOPMENT AND RESEARCH

On a Continuing Basis

Each library shall have available on a continuing basis a reasonable amount of released time (as a guideline, about four hours a week) for the following broad purposes:

1. Professional reading and study including formal course work.
2. Research and writing.
3. Other appropriate activities related to librarian development.

Additional time beyond the guideline can be appproved by the Director on recommendation of a department head and assistant director in appropriate cases. The most usual reasons for such additional time would be to attend meetings off campus, to work intensively on a short-term project of professional significance or to visit another library for professional reasons.

It is understood that service and work flow requirements of the library must take precedence in arranging released time and that the decision to release a faculty member from regular duties is always in the hands of the department head. However, since the general policy of the library is to encourage professional development and research, no request for released time wil be unreasonably denied.

On an Occasional Basis

In appropriate circumstances, faculty members may apply for short faculty development reassignments. These will release the faculty member from regular duties for up to four weeks. The reassignment will permit faculty members the opportunity to accomplish specific, short-term projects of professional value. The following guidelines apply:

1. An application for a reassignment must be submitted to the Director at least two months prior to the time the reassignment is to begin.

2. The application must include endorsement of the department head and assistant director, as appropriate.

3. The Director will make the final decision on granting faculty reassignments.

4. On completion, a full report of accomplishment will be submitted to the Director, who will make evaluative comments in writing. Both the report and the comments will become a part of the faculty member's personnel file.

5. Except in unusual circumstances, no individual will be permitted more than one reassignment in any twelve-month period.

State University of New York at Stony Brook
Stony Brook, New York 11794-3300
516-632-7100 Fax 516-632-7116

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normally be used only in hiring for special projects of limited duration or for temporary replacements for librarians on leave.

49. For librarians appointed to regular positions immediately following a contractually limited term appointment, the date of consideration for permanent status will be established at the time of the regular appointment.

50. Librarians should not normally be on contractually limited term appointment for more than three consecutive years.

RESEARCH AND STUDY LEAVE

51. All full-time librarians having permanent status shall be eligible to apply for research or study leave. In granting such leaves, the Chief Librarian (or other administrative officer) shall ensure that the staffing requirements are adequately met.

Study leave, i.e., registration in a formal program of studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the Library. The amount of paid study leave which may be granted shall be determined by length of continuous service:

After 3 years	6 months
4 years	8 months
5 years	10 months
After 6 years or more	12 months

During a study leave, the librarian shall receive 50 per cent salary.

Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A twelve-month research leave at 82.5 per cent salary may be granted after six years of continuous service as a librarian at the University. Alternatively, a six-month research leave at full salary may be granted after six years of continuous service at the University. As an alternative and subsequent to the first leave above, a six-month leave at 82.5 per cent salary may be granted after every three years of service provided that the leave requested under this option does not fall within seven years of the normal age of retirement. The choice of option shall rest with the librarian and should be specified at the time application is made.

Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.

52. The status of librarians on research and study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.

53. Applications for research and study leave shall be made in writing to the Chief Librarian or department head with a copy to the Chief Librarian at least six months in advance. Requests for leave shall include a statement of the research and studies the librarian proposes to undertake, and upon return a report of the research and scholarship accomplished shall be provided to the Chief Librarian or the department head with a copy to the Chief Librarian. Recommendation for leave by the Chief Librarian or department head requires the approval of the Vice-President and Provost.

54. Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as members of the teaching staff. Librarians granted study leave for work leading to a degree may, on the recommendation of the Chief Librarian, receive a portion of their salary while on leave as a fellowship.

55. If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.

APPOINTMENT AND TENURE OF OFFICE OF SENIOR LIBRARY ADMINISTRATORS

56. The responsibility for recommending appointment of senior library administrators in the Library system (department heads, assistant and associate librarians within the Central Library, and librarians having comparable responsibilities outside the Central Library) rests with the Chief Librarian. For administrative appointments outside the Central Library, the Chief Librarian shall consult with the academic administrative head of the division in which the appointment is made.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

EDUCATIONAL BENEFIT POLICIES

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

COLORADO STATE UNIVERSITY LIBRARIES

SECTION G. FACULTY PRIVILEGES

G.1 Study Privileges

G.1.1 Faculty Study Privileges

A full-time member of the general faculty who obtains the consent of his/her department head may register for courses not exceeding a maximum of six credits per academic year including the previous summer term. Courses audited are included in the maximum. No tuition or general fee will be charged, but special course fees will be assessed if applicable. Tuition will be assessed as soon as credits are taken in excess of the 6-credit maximum. Continuing Education offerings are included under this privilege. Only credit courses which are part of the regular Colorado State curriculum, as defined by the University General Catalog, are available under this benefit. These courses will be identified with a departmental course number.

G.1.2 Limitation on Study for Advanced Degrees by Academic Faculty

No academic faculty member with the rank of assistant professor or higher may receive a master's or doctor's degree from the department of this institution in which he or she holds academic appointment. Under special or exceptional circumstances, a faculty member (assistant professor or higher) may be allowed to pursue and receive an advanced degree from this institution, but only if that degree is granted from another department, and only if written permission is granted by the head of the department in which the faculty member holds rank, the head of the department granting the degree, the dean(s) of the college(s) involved, and the Provost/Academic Vice President.

G.2 Colorado Tuition Classification Law Restriction

The Colorado Tuition Classification Law requires a newly appointed faculty member moving to Colorado from another state to be domiciled in Colorado for twelve months before he/she or his/her spouse or minor child is eligible for Colorado resident status for tuition purposes.

95

FACULTY/STAFF REGISTRATION
COLORADO STATE UNIVERSITY
ADMISSIONS AND RECORDS
ADMINISTRATION ANNEX, FORT COLLINS, CO 80523

☐ General Faculty ☐ State Classified Personnel
(Check one)

FULL LEGAL NAME (Please print) LAST FIRST MIDDLE SUFFIX (Example: Jr., Sr., III, Etc.)

SOCIAL SECURITY NUMBER ___-___-____ BIRTHDATE (Use Numbers Only) Month Day 19 Year

SEX F = Female M = Male

NAME UNDER WHICH YOU PREVIOUSLY ATTENDED COLORADO STATE IF DIFFERENT FROM LEGAL NAME ABOVE (If applicable, last name only)

REGISTERING FOR TERM (check one)
FALL ☐ SPRING ☐ SUMMER ☐

CITIZENSHIP ☐ Class ☐☐
Y = U.S.
N = Non U.S.

UNDERGRADUATE Class Levels:
11 = FRESHMAN (0–29 credits)
21 = SOPHOMORE (30–59)
31 = JUNIOR (60–89)
41 = SENIOR (90 + credits)
44 = POST BACHELOR (Not seeking graduate credit)

GRADUATE STUDENT Class Levels:
51 = Not admitted to Graduate School (at Colorado State)
52 = Admitted to Graduate School in MASTER'S Program (at Colorado State)
61 = Admitted to Graduate School in PhD Program (at Colorado State)

ETHNIC ORIGIN (optional) ☐
A – Asian
B – Black, Non–Hispanic
H – Hispanic
I – American Indian
W – White, Non–Hispanic

RESIDENCY STATE OR COUNTRY ☐ If not a U.S. citizen, what type of visa do you have? ☐

Visa Number ☐ Date of Issuance ☐

If degree seeking, what major? ☐

IF COLORADO
Dates of continuous physical presence in Colorado (mo/yr) ☐ to ☐
Date current Colorado driver's license was issued (mo/yr) ☐
Date original Colorado driver's license was issued (mo/yr) ☐
List exact years of Colorado Motor Vehicle registration ☐
Date of Colorado Voter Registration (mo/yr) ☐
List exact years Colorado income taxes have been filed ☐

HAVE YOU PREVIOUSLY COMPLETED COURSES AT COLORADO STATE FOR ACADEMIC CREDIT? No ☐ Yes ☐
☐ Please list last Term and Year

CURRENT MAILING ADDRESS Please use capital letters
STREET ☐ Number and Street, or Box and Route (Important – Include Apartment Number if applicable)
COLORADO COUNTY ☐
CITY OR TOWN ☐ STATE ☐ ZIP ☐

FACULTY/STAFF STUDY PRIVILEGE POLICY AND PROCEDURE

Full–time faculty or staff may register for six (6) credits per academic year (commencing summer session and ending spring semester) for which the tuition will be paid by the University. Credits in excess of six (6) or five (5) per semester will be assessed at the current resident or nonresident tuition rate as applicable. Special course fees will be assessed as appropriate. Teaching and research assistants compensated by the University are not eligible for this privilege.

Faculty/staff will register for, and drop courses, by telephone using a personal access code (PAC). This PAC will be permanently assigned, however, this form must be completed and submitted each semester before the employee can use telephone registration.

To withdraw from all classes they must contact the Records Section, Office of Admissions and Records, 491–7148. To change to pass/fail or audit grading the Pass/Fail and Audit Grading Authorization form in the current class schedule must be completed.

Office Use Only:

Permission to register updated ___ Date ___ Initials ___ Enrolled credits ___ Date

Pay ___ credits this term. ___ Date ___ Verified full time – Personnel Office

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Selective Service Registration Compliance

In compliance with Colorado House Bill 1021 Selective Service registration is required of male United States citizens who wish to enroll at Colorado institutions of higher education. The information requested below must be provided by students who seek enrollment at Colorado State. Individuals providing false information are subject to penalty of law and disenrollment.

Please provide the following information:

1. ——— (X2) I certify that I am registered with the Selective Service.

or

2. I certify that I am not required to register with the Selective Service because: (check one)
   - ——— (X0) I am a female
   - ——— (X5) I am in the U.S. Armed Forces on active duty (Reserve or National Guard not on active duty does not apply here).
   - ——— (X1) I have not reached my 18th birthday
   - ——— (X0) I was born before 1960
   - ——— (X0) I am a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands
   - ——— (X0) I am not a United States citizen.

Faculty/Staff Eligibility

I, _____, employed by the department/office of _____ having read the information above request permission to register for course(s) _____ term, 199 ____. I hereby certify that, to the best of my knowledge, the information furnished here is true and complete without intent of evasion or misrepresentation. I understand that if it is found to be otherwise, it is sufficient cause for rejection or dismissal. I further understand that if it is determined that I am not eligible for the faculty/staff study privilege benefits to cover assessed tuition and fees that I will be responsible for and will pay these amounts.

_____

Employee Signature Date

_____

Approved by :

_____

Immediate administrative supervisor Date

0017E-21-05/90

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New York University

Tuition Remission

Tuition Remission is a benefit that waives NYU tuition for certain courses and programs taken by full-time members of the Faculty (Code 102) and Professional Research Staff (Code 103), their spouses and their dependent children.

Tuition Remission When You Are The Student

Eligibility

- **Faculty**

No faculty member above the rank of instructor is permitted to enroll as a degree candidate through Tuition Remission. Any faculty member who is appointed to a rank above instructor while pursuing a degree through Tuition Remission will lose eligibility for Tuition Remission for the program.

- **Professional Research Staff**

Entitlement for non-faculty employees begins after three months of continuous, full-time NYU employment. At that time, you may use Tuition Remission for an undergraduate degree, a graduate degree, or for non-credit courses.

Credits Allowed

The remission limit is nine credits per semester. NYU's two summer sessions combined are counted as one semester.

Undergraduate Regulations

- Tuition Remission is offered at 100% for **undergraduate** degree programs, including those offered at NYU/Manhattanville and abroad.
- Tuition Remission for **undergraduate** degree programs is not taxable.

Graduate Regulations

- Tuition Remission is offered at 100% for **graduate** degree programs through the doctoral level.
- The value of **graduate** Tuition Remission above $5,250 in a calendar year is treated as taxable income to the employee.

Non-Degree Course Regulations

- Tuition Remission is offered at 100% for diploma programs and approved, work related courses in the School of Continuing Education.
- Tuition Remission is offered at 80% for certificate programs and non-credit, non-work related courses in the School of Continuing Education.
- Tuition Remission for non-degree courses is not taxable to the employee.

Exclusions

- Tuition Remission is *not* available under this plan in the schools of Law, Medicine, and Dentistry, the Post Graduate Medical School, or for any School of Continuing Education courses not offered under this plan.

FOR OTHER RULES, REGULATIONS AND CONDITIONS THAT APPLY TO YOU WHEN YOU USE THIS PLAN, SEE PAGE 25 AND THE BACK OF THE TUITION REMISSION FORM.

Tuition Remission For Spouses

Eligibility

- Spouses of full-time members of the Faculty (Code 102) and Professional Research Staff (Code 103) are eligible for Tuition Remission.
- Entitlement for **undergraduate** Tuition Remission begins after the employee has completed three months of continuous, full-time NYU employment.
- Entitlement for **graduate** Tuition Remission begins on the employee's date of full-time NYU employment.

Credits Allowed

- For **undergraduate** programs, the remission limit for the employee and spouse together is nine credits per semester. The spouse may use any credits not used by the employee. NYU's two summer sessions combined are counted as one semester.
- For **graduate** programs, an employee's spouse is eligible for full Tuition Remission for all credits taken each semester, up to a full-time program. (Doctoral programs must be full-time or equivalent.)

Undergraduate Regulations

- Tuition Remission is offered at 100% for **undergraduate** degree programs, including those offered at NYU/Manhattanville and abroad.
- Tuition Remission for **undergraduate** degree programs is not taxable.

Graduate Regulations

- Tuition Remission is offered at 100% for **graduate** degree programs through the doctoral level. (Doctoral programs must be full-time or equivalent.)
- The full value of **graduate** Tuition Remission received by the spouse is treated as taxable income to the employee.

Exclusions

- Tuition Remission is *not* available under this plan in the schools of Law, Medicine, and Dentistry, the Post Graduate Medical School, or for non-credit, diploma and certificate courses in the School of Continuing Education and certain off-campus programs.

FOR OTHER RULES, REGULATIONS AND CONDITIONS THAT APPLY TO ANY SPOUSE WHO USES THIS PLAN, SEE PAGE 25 AND THE BACK OF THE TUITION REMISSION FORM.

Tuition Remission for Dependent Children

Eligibility

- Dependent children of full-time members of the Faculty (Code 102) and Professional Research Staff (Code 103) are eligible for Tuition Remission.
- Entitlement for **undergraduate** degree programs begins after the employee has completed three years of continuous, full-time NYU employment. (NOTE: A separate plan under which Tuition Remission may be taxable income to the employee is available for dependent children of those employed for less than 3 years. See page 24 for this plan.)
- Entitlement for **graduate** degree programs begins on the employee's date of full-time NYU employment.

Credits Allowed

- There is no limit to the number of credits which may be taken under Tuition Remission for **undergraduate** or **graduate** degree programs. (Doctoral programs must be full-time or equivalent.)

Undergraduate Regulations

- Tuition Remission is offered at 100% for **undergraduate** degree programs, including those offered at NYU/Manhattanville and abroad.
- If your child is matriculated for an **undergraduate** degree at another institution, and if that institution will accept NYU summer session courses towards its degree, your child may take **NYU courses each summer** under Tuition Remission.
- Tuition Remission for **undergraduate** programs is not taxable.

Graduate Regulations

- Tuition Remission is offered at 100% for **graduate** degree programs through the doctoral level. (Doctoral programs must be full-time or equivalent.)
- The full value of **graduate** Tuition Remission received by dependent children is treated as taxable income to the employee.

Exclusions

- Tuition Remission is *not* available under this plan in the schools of Law, Medicine, and Dentistry, the Post Graduate Medical School, or for non-credit, diploma and certificate courses in the School of Continuing Education and certain off-campus programs.

FOR OTHER RULES, REGULATIONS AND CONDITIONS THAT APPLY TO ANY DEPENDENT CHILD WHO USES THIS PLAN, SEE PAGE 25 AND THE BACK OF THE TUITION REMISSION FORM.

Alternate Plan: Undergraduate Tuition Remission For Dependent Children

Eligibility

- Dependent children of full-time members of the Faculty (Code 102) and Professional Research Staff (Code 103) who have **less than three years of NYU employment** are eligible for undergraduate Tuition Remission.
- Entitlement begins on the employee's date of full-time NYU employment.

Credits Allowed

- There is no limit to the number of credits which may be taken through Tuition Remission for **undergraduate** degree programs.

Undergraduate Regulations

- Tuition Remission is offered at 100% for **undergraduate** degree programs, including those offered at NYU/Manhattanville and abroad.
- If your child is matriculated for an **undergradguate** degree at another institution, and if that institution will accept NYU summer session courses towards its degree, your child may take **NYU courses each summer** under Tuition Remission.
- If the employee's annual compensation from the University is greater than $50,000, the value of Tuition Remission granted the dependent child under this plan is FULLY TAXABLE to the employee. If it is determined by the Internal Revenue Service that Tuition Remission for children of an employee earning less than that amount constitutes taxable income, the employee will be liable for the tax and the University may make deductions from pay to collect the amount due.

Exclusions

- Tuition Remission under this plan is *not* available for graduate programs, including the schools of Law, Medicine, and Dentistry, and the Post Graduate Medical School.
- Tuition Remission is also *not* available under this plan for non-credit, diploma and certificate courses in the School of Continuing Education and certain off-campus programs.

FOR OTHER RULES, REGULATIONS AND CONDITIONS THAT APPLY TO ANY DEPENDENT CHILD USING THIS PLAN, SEE PAGE 25 AND THE BACK OF THE TUITION REMISSION FORM.

General Rules

Tuition Remission

1. This plan does not cover registration fees, service fees, or any incidental fees.
2. Any employee, spouse and/or dependent child participating in this plan must meet the same academic standards for acceptance and maintenance of matriculation as any other student, and is subject to all student rules and regulations.
3. If an employee or spouse enrolls in a course of study beginning before completion of the applicable waiting period, the full cost of tuition must be paid. Satisfaction of the waiting period during the course of study entitles the employee or spouse to a pro-rated refund of the tuition for the balance of the semester. There is no refund for the waiting period.
4. A dependent child means the employee's (in the case of remarriage, the spouse's) biological or legally adopted son or daughter, or stepchild whom the employee claims as a dependent when filing income tax. Proof of entitlement must be furnished upon request.
5. An employee's spouse, and/or a dependent child may receive only one degree at each level through Tuition Remission.
6. Effective September 1, 1987, a non-faculty employee who has received one Masters degree through Tuition Remission may pursue a second Masters through Tuition Remission.
7. Any credit limits stated in this plan may be superseded by a regulation of a particular department, school or college which permits fewer credits.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE UNIVERSITY PAYROLL DEPARTMENT IF APPROPRIATE TAX DEDUCTIONS ARE NOT MADE FOR THE TUITION REMISSION SUBJECT TO TAX.

Other Scholarships And Awards

1. Those eligible for Tuition Remission under this plan are not eligible for other forms of scholarship aid or any loan program operated by the University.
2. New York State residents must apply for the New York Tuition Assistance Program (TAP) if enrollment is full-time or equivalent. Any TAP award will be credited to the University as a partial offset of the Tuition Remission benefits.

TUITION REMISSION REGULATIONS ARE SUBJECT TO CHANGE. TUITION REMISSION FORMS, DETAILING CURRENT REGULATIONS, ARE AVAILABLE FROM THE BURSAR'S OFFICE. QUESTIONS ABOUT ELIGIBILITY AND POLICY SHOULD BE DIRECTED TO THE BENEFITS OFFICE.

RECEIVED
OCT 30 1992
R. U. I. PERSONNEL

Rutgers University

October 1992

APPLICATION AND INSTRUCTIONS:
FACULTY ACADEMIC STUDY LEAVE PROGRAM, 1993-94

This document accompanies an application form for the Faculty Academic Study Leave Program. Before completing the application, please read this document thoroughly for a description of the program, the process of application and approval, and the obligations of the faculty member who is awarded a FASP leave.

DEADLINE

Completed applications, with the appropriate endorsement signatures, must be received in the Provost's Office (or the office of the University VP for Academic Affairs in the case of the University Libraries and the Rutgers Cooperative Extension Service) by 29 January 1993.

For further information:

New Brunswick	-	Lisa Hendricks Richardson Provost Office	(8212)
Newark	-	Norman Schnayer Associate Provost	(5940)
Camden	-	Loretta Wolfe Provost Office	(6095)
Libraries & Rutgers Coop. Extension Serv.	-	Jean Ambrose Assist. Vice President for Faculty Affairs	(7174)

NATURE OF THE PROGRAM

The Faculty Academic Study Leave Program (FASP), first authorized by the Board of Governors in 1972, provides one- and two-semester leaves to eligible faculty members to undertake projects of academic significance to themselves and their departments or units. The Program is administered on each campus by the Office of the Provost (or the Office of the University Vice President for Academic Affairs in the case of the University Libraries and the Rutgers Cooperative Extension Service), with the assistance and advice of the campus Faculty Committee on FASP Leave, which reviews applications from eligible members of the faculty in accordance with criteria described later in this document.

PERIOD OF LEAVE AND APPLICATION CYCLE

Eligible faculty members may apply at this time for FASP leave during one or both semesters of the academic year 1993-94, or for the calendar year 1994 (Spring 1994 and Fall 1994 terms). In addition, faculty members may apply for a split leave (Fall 1993 and Fall 1994 or Spring 1994, Spring 1995). The application cycle for the 1994-95 academic year (Fall 1994 term, Spring 1995 term, or both) will commence in Fall 1993.

ELIGIBILITY

The following conditions govern eligibility for FASP:

1. Prior Service at Rutgers: To be eligible for a two-semester FASP leave, a faculty member must have served at Rutgers in the rank of Instructor (or equivalent) or higher on a full-time basis for at least six years; three years of service on a full-time basis are required for a one-semester leave. Time spent in rank but on a non-competitive fellowship leave program (with or without compensation) does not accrue as eligible services. Time spent in rank on a competitive fellowship leave does accrue as eligible service. Faculty members who hold at least half-time appointments (on full-time lines; i.e., at least weighted position on a full-time, not coadjutant, line) are eligible for leave on a proportional basis.

2. Prior Service at Other Institutions: Faculty members may request one-half year of eligibility for every year of full-time prior service at other institutions at the rank of Instructor or above. The request is limited to four years of eligibility (eight years of prior service at other institutions) for a two-semester FASP leave, and to two years of eligibility (four years of prior service at other institutions) for a one-semester FASP leave. Prior service may not be counted if previously used toward a FASP, sabbatical or other leave at another institution.

3. Previous Leaves: Once a faculty member has been accorded a FASP leave, (for either one or two semesters), he/she is not eligible for (a) a subsequent one-semester FASP leave until he/she has provided three years of service at Rutgers following the previous FASP leave; or (b) a subsequent two-semester FASP leave until he/she has provided six years of service at Rutgers following the previous FASP leave. The semester between split leaves will count toward eligibility for subsequent leaves. Whenever a FASP leave is delayed at the request of and for the benefit of the University, the period of such delay, up to a maximum of two semesters, shall be counted as service subsequent to the previous FASP leave. Faculty members who participated in any other leave program in 1991-92 or 1992-93, (with the exception of a Competitive Fellowship Leave) funded in full or in part by Rutgers, will not normally be awarded a FASP leave for 1993-94.

Note: In all cases, a FASP leave which would have the effect of removing the faculty member from departmental service for a consecutive period of two academic years requires special approval by the department chair, director, dean and appropriate provost.

4. Candidates Entering the Terminal Year: FASP leaves are not awarded in a faculty member's terminal year of appointment. A faculty member who has been notified of his/her non-reappointment is not eligible for participation in the FASP program. If a faculty member has been granted a FASP leave and later receives notice of non-reappointment, the FASP leave is automatically rescinded if the leave is to fall within the faculty member's terminal year.

CRITERIA FOR SELECTION

Participation in the FASP program is approved only on the basis of a detailed proposal from an eligible faculty member for the improvement of his/her academic functions at the University. The proposal must accompany the application and must provide information on the nature and scope of the project to be undertaken during the period of leave.

Two principles primarily govern the selection of FASP recipients from among applicants who meet criteria for eligibility:

1. First consideration is, in general, given to faculty with the greatest seniority in terms of University service and in terms of service between leaves.

2. If two or more applications are judged to be of equal quality, first priority is given to applicants who have not been accorded FASP leaves for which they have been eligible in previous years.

THE APPLICATION PROCESS: EVALUATION AND ENDORSEMENT

An application for FASP leave is to be reviewed and signed by the candidate's department chair or professional studies school director, the dean/director who holds budgetary responsibility for the faculty member's line. and the campus Provost. Each of these academic officers must indicate on the application whether he/she does or does not endorse a faculty member's application and, in the latter case, the reasons for non-endorsement. A positive endorsement signifies that (a) the basic staffing needs of the program will be met in the candidate's absence, and (b) that the officer supports the candidate's leave application and proposed project with respect not only to the candidates own scholarly development, but also with respect to the development of the discipline in the department, college, or faculty. If the applicant has had a previous FASP leave, he/she must attach a copy of the report of his/her activities and accomplishments during the previous leave period. If 1993-94 is a possible terminal year for the FASP applicant, the dean/director is required to note this fact in the space provided on the administrative endorsement form. If a faculty member is eligible for leave and his/her proposed project meets the aforementioned criteria but he/she cannot readily be released from University duties in 1993-94, the faculty member is to be given priority consideration in 1994-95. In this situation the extra year of eligibility is preserved for accrual of years towards the next FASP leave.

Prospective applicants for FASP leave should discuss their interest in such leave with their department chairs/directors before submitting an application.

PATHWAY FOR APPLICATIONS

A candidate is to submit his/her completed FASP application to his/her department chair/professional studies school director. At each stage of review, the reviewing officer is to indicate endorsement or non-endorsement and to forward the form to the next level. The reviewing officer may elect to consult with the applicant with a view toward strengthening the proposal. Final approval of the application requires concurrence of the appropriate academic officers as well as that of the campus Faculty Committee on FASP Leave.

OBLIGATIONS OF THE FACULTY MEMBER ON FASP

1. Changes in Projects: If, because of unforeseen circumstances or conditions beyond his/her control, a faculty member finds it impossible to execute the project described in his/her FASP application and approved through the endorsement and approval process described, whether before or during the period of leave, the faculty member must secure in writing the approval both of the department chair/professional studies school director and dean/director before undertaking an alternate project; it is assumed that such approval will be given only for an alternate project of equal (or greater) academic merit.

2. Changes in Time Period: If, because of unforeseen circumstances or conditions beyond the faculty member's control, a faculty member finds it either necessary or desirable to substitute one time period for another (e.g., Spring 1994 in lieu of Fall 1993) with respect to a FASP leave which has been granted, the faculty member must secure in writing the prior approval both of the department chair/professional studies school director and dean/director as well as that of the Provost; it is assumed that such approval will be granted only on the basis of sound academic justification.

3. Outside Compensation: During a faculty member's participation in the Program, the faculty member may accept outside compensation only if it is relevant to the proposal, and if the total compensation from Rutgers and from other sources does not aggregate to more than 100% of the faculty member's University salary. Monies strictly designated for expenses--as distinguished from compensation--may be accepted in accordance with University policy; but under no circumstance is a faculty member on FASP leave from Rutgers permitted to undertake a full-time compensated assignment at another university or elsewhere.

4. Written Report: Promptly upon returning from FASP leave, a faculty member is obligated to submit a written report of the activities accomplished during the leave, including documentary evidence of scholarly or creative activity, through the faculty member's department chair/professional studies school director to the dean/director where it becomes a part of the faculty member's personnel file. The dean or director is required to submit a summary report to the Provost covering all faculty in the unit and their projects by 1 November 1994.

5. Resumption of Duties: Faculty members must agree in writing to resume their duties at Rutgers for a period equivalent to their FASP leave.

Failure to return to University service for an amount of time equivalent to the FASP leave obligates the FASP recipient to repay to the University all salary monies received during the period of leave.

FINANCIAL ARRANGEMENTS

FASP participants must agree to contribute to the Program, through regular payroll deductions, 20% of their salaries during the period of leave; the Program fund may provide support to the faculty member's department for his/her replacement in instructional duties while the faculty member is on FASP leave.

TAX STATUS

The Federal Internal Revenue Service has issued a ruling concerning the tax status of faculty members on sabbatical leave. Ruling, 76-286, under Section 162 of the IRS Code of 1954, reads as follows:

(Please note that The Tax Reform Act of 1986 does affect this Ruling).

Section 162. -- Trade or Business Expense

Business expense; faculty member's payment for substitute. A faculty member who is granted a sabbatical leave at full salary and, as conditions of being granted the leave and of continued employment, must pay a fixed nonrefundable percentage of such salary into a fund used to compensate substitute faculty members during the leave period, must include the full salary in gross income and may deduct amounts paid into the fund.

Rev. Rul. - 76-286

The taxpayer is a faculty member at a school that has a sabbatical leave program whereby a faculty member can be granted a special leave of absence during which period the faculty member continues to draw full salary. As a condition to being granted such leave and as a condition to continued employment by the school, the faculty member must pay a fixed percentage of that salary during the leave period into a special fund maintained by the school. The school uses the fund to compensate other faculty members who substitute for the faculty member on leave. The salary levels for the faculty member on leave and the substitute may differ so that the amount the faculty member on leave must pay into the fund may be more or less than the amount the substitute receives from the fund as compensation. No amount paid into the fund is refundable... the faculty member must include in gross income under section 61 of the Internal Revenue Code of 1954 the full amount of the salary including the full amount that was paid during the sabbatical leave... the payment of the fixed percentage amount to the fund, required under the school's sabbatical leave program, is deductible from the faculty member's adjusted gross income as an ordinary and necessary trade or business expense under section 162 of the Code, provided the taxpayer itemizes the deductions.

Its impact is noted as follows:

The IRS has issued a ruling which provides that such payments are deductible from the faculty member's adjusted gross income as an ordinary and necessary trade or business expense (provided the taxpayer itemizes deductions). The payments would be included as a miscellaneous deduction on the taxpayers return.

Since withholding tax deductions will continue to be computed upon 100% of the faculty member's salary during the period of leave, arrangements for any "reduction" in withholding tax to accommodate this 20% contribution should be made through the business officer of the faculty member's unit.

The 20% contribution is not deductible from adjusted gross income for New Jersey income tax purposes.

Faculty members who contemplate applying for FASP are urged to consult tax specialists of their own choice for the latest available information and individual advice.

APPLICATION FOR FACULTY ACADEMIC STUDY LEAVE: 1993-94

Please read the accompanying instructions before completing this form.

****

1. Name of Applicant: _____

2. Academic Rank and Title: _____

3. Unit/College/Department: _____

Please check the appropriate responses:

4. Indicate your current term of appointment.

Academic Yr. (10 mo.)_____ Calendar Yr. (12 mo.) _____

5. Are you currently tenured? Yes_____ No _____

6. If not tenured, indicate expiration date of your current appointment:

_____

7. If you are now an Assistant Professor (or equivalent), indicate whether you are now serving:

First 3-Year Term _____ Second 3-Year Term _____

8. Indicate the time period for which you are applying for FASP Leave:

Fall 1993 _____ Spring 1994 _____

Academic Year 1993-94 _____ Calendar Year 1994 _____

Split: Fall 1993/Fall 1994 _____ Split: Spring 1994/Spring 1995 _____

9. Please list all the academic appointments which you have held at Rutgers. Include your faculty rank, inclusive dates and whether full-time or half-time.

Rank	Month/Year From - To	Full Time	Part Time/%

10. Total number of semesters, up to the proposed FASP leave, as a full-time member of the Rutgers faculty: _____

Applicant's Name _____

11. If you have had previous FASP leaves, please indicate the time period(s):

_____

and the number of semesters, up to the proposed FASP leave, you have spent as a full time member of the Rutgers faculty since your last FASP leave:

_____

12. If you have not had a previous FASP leave, please indicate the number of semesters of full-time employment from your first appointment at Rutgers to the beginning date of the FASP leave for which you are applying:

_____

13. If (and only if) you wish to claim credit toward FASP eligibility as a result of prior service at other institutions, please list your faculty appointments at other institutions. Include your rank, the inclusive dates, and whether full-time or part-time. Do not list appointments that were less than half-time.

Institution	Rank	Month/Year From - To	Full Time	Part Time/%

14. Total number of eligible semesters resulting from service at other institutions: _____

15. Please list all previous leaves from your normal academic duties at Rutgers. Include Rutgers Faculty Fellowships supported by your college or unit, fellowships from outside granting agencies, visiting professorships, personal leaves, etc. Indicate what percentage of your salary, if any, was paid by Rutgers during each such leave.

Type/Name of Leave	Month/Year From - To	% of salary, if any, paid by Rutgers

Applicant's Name _____

16. If the period of FASP leave requested is the result of a delay of a previous FASP leave application <u>at the request of and for the benefit of the University</u>, please indicate the following and attach applicable correspondence:

Year original application submitted: _____

Original time period of FASP leave for which you applied:

Fall 19_____	Spring 19_____
Academic Year 19_____	Calendar Year 19_____
Split: Fall 19____/Fall 19___	Spring 19___/Spring 19____

17. If you plan to spend any part of your leave abroad, please indicate which country(ies):

_____

_____

_____

Applicant's Name: _____

Academic Proposal

In this space, and on additional pages if necessary, describe the academic activity you intend to undertake during the FASP leave for which you are applying. This proposal should indicate what you intend to accomplish during your FASP leave and how this will contribute to your role at Rutgers.

NOTE: **If you have had a previous FASP leave, please attach a copy of the report of your activities and accomplishments during the leave period.**

Applicant's Name: _____

AGREEMENT BETWEEN APPLICANT AND RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

If my application is approved, I agree to the conditions established by Rutgers University for FASP leaves:

1. To Contribute 20% of my salary during the time spent in the Program to a fund for replacing some of the regular duties of faculty on leave from the University;

2. Not to accept payment from other employment, fellowships or grants in lieu of salary [as distinct from monies designated strictly for expenses] that would bring my total compensation above 100% of my Rutgers salary;

3. To return to Rutgers for a time at least equivalent to that spent in the Program;

4. To submit a written report of the activities undertaken and accomplished during the period of leave to my department chair, promptly upon my return from leave;

5. In the event that my appointment at Rutgers University is terminated by notice of non-reappointment, to relinquish my approved FASP leave if the approved leave falls within my terminal year;

6. Should I fail to return to Rutgers University for an amount of time equivalent to the FASP leave, to repay the University all salary monies received during the period of my FASP leave.

(Signature of Applicant) _____

(Date) _____

Applicant's Name: _____ Proposed FASP Leave Period:_____

ENDORSEMENTS

BY DEPARTMENT CHAIRPERSON OR EQUIVALENT OFFICER

I have reviewed the attached application for FASP leave for the period and purposes described therein. On the basis of that review, the application: (check one)

IS ENDORSED_____ IS NOT ENDORSED_____ Rationale for non-endorsement if applicable:

signed:_____

BY DEAN OR EQUIVALENT OFFICER

After reviewing the official personnel file of the applicant, indicate whether 1993-94 represents a possible terminal year for the applicant:

(check one) Yes_____ No _____

Was applicant on leave during 1992-93

(check one) Yes _____ No _____

I have reviewed the attached application for FASP leave for the period and purposes described therein. On the basis of that review, the application: (check one)

IS ENDORSED_____ IS NOT ENDORSED_____ Rational for non-endorsement if applicable:

signed:_____

BY THE PROVOST OF THE CAMPUS
(OR THE UNIVERSITY VICE PRESIDENT FOR ACADEMIC AFFAIRS in the case of University Libraries or Rutgers Cooperative Extension Service):

I have reviewed the attached application for FASP leave for the period and purposes described therein. On the basis of that review, the application (check one)

IS ENDORSED_____ IS NOT ENDORSED _____ Rationale for non-endorsement if applicable:

IS DELAYED FOR_____SEMESTER(S). Rationale for delay if applicable:

signed:_____

March, 1993

UNIVERSITY OF ROCHESTER

TUITION BENEFITS

FOR FULL-TIME

	Hourly, RN, LPN, & PAS	Faculty and Senior Staff[1]
FOR YOU	Upon appointment, up to two credit courses per semester or quarter at U of R. After one year, reimbursement for up to two courses per semester or quarter at other schools. Courses at other schools must be job or degree related.	
FOR YOUR SPOUSE	After one year, 50% waiver of tuition for unlimited, credit courses at U of R.	
FOR YOUR CHILDREN	After three years, waiver of up to $5,400 per year toward tuition for undergraduate study at U of R, prorated for part-time study. Maximum eligibility is four years of full-time study or equivalent per child.	After three years of full-time service, children covered by the Faculty Children's Scholarship Plan are eligible for up to $4,000 per year toward tuition for undergraduate study at U of R or at other accredited colleges or universities. Prorated for part-time study.
FOR EASTMAN SCHOOL OF MUSIC (Music Instruction)	After one year of full-time service, faculty, staff, their spouses and dependent children are eligible for a 25% reduction in charges for music instruction through the ESM Community Education Division.	

FOR PART-TIME

	Hourly, RN, LPN, & PAS	Faculty and Senior Staff[1]

Where applicable, part-time staff receive the same benefits are full-time staff. However, the length of service requirements are double in each case.

Part-time faculty do not receive tuition benefits.

SERVICE REQUIREMENTS

Service requirements must be satisfied by the first of the month following the start of classes at the school concerned.

Service requirement may be met by service at another college or university which offered a tuition benefit plan for which you were eligible.

TO RECEIVE TUITION BENEFITS

An Application for Tuition Waiver or Tuition Reimbursement must be completed and submitted to the Benefits Division within 30 days of the start of the course(s) **to receive the tuition benefit.**

Note 1: Senior Staff - PAS employees in salary grades 58-62

The University of Rochester reserves the right to modify, amend or terminate the Tuition Benefits Plan at anytime.

REMITTED TUITION BENEFITS AT SYRACUSE UNIVERSITY

Remitted Tuition benefits are available to faculty and non-faculty employees of Syracuse University, SUNY College of Environmental Science and Forestry and Utica College.

AT THE TIME OF THIS PUBLICATION REMITTED TUITION BENEFITS USED BY A UNIVERSITY EMPLOYEE OR THE SPOUSE OF A UNIVERSITY EMPLOYEE FOR GRADUATE LEVEL COURSES ARE TAXABLE TO THE EMPLOYEE, AND SUBJECT TO WITHHOLDING TAXES BY THE UNIVERSITY AT THE TIME THE BENEFIT IS USED.

EMPLOYEES

Full-time faculty and non-faculty employees AND full-time academic year and part-time fiscal year employees whose percent of effort for the year is 70% or greater are eligible for full remitted tuition benefits. Full benefits provide twelve credits of remitted tuition for the academic year beginning with the fall semester.

Part-time employees whose percent of effort for the year is between 50% and 70% are eligible for a partial benefit which provides six credits of remitted tuition for the academic year beginning with the fall semester.

Regular part-time faculty whose percent of effort for the year is 62.5% are eligible for 7.5 remitted tuition credits for the academic year beginning with the fall semester. Those whose percent of effort for the year is 75% are eligible for 9 remitted tuition credits for the academic year beginning with the fall semester.

Retired employees and their spouses receive continuation of their active employment benefit as described above.

All eligible employees who do not use the credits available to them during the academic year may use up to six unused credits during the following summer. Credits which are not used either during the academic year or during the following summer are forfeited. There are no additional remitted tuition benefits available or awarded exclusively for summer.

SPOUSES OF ELIGIBLE EMPLOYEES **

Employees may transfer up to one-half of their remitted tuition benefit to their spouse only, provided that the spouse is not independently eligible for remitted tuition benefits as an employee. Spouses who do not use all credits available to them during the academic year may use their unused credits during the following summer.

SPOUSES OF GRADUATE ASSISTANTS/ASSOCIATES **

A graduate assistant/associate's spouse may receive up to three credit hours of remitted tuition for the fall semester and up to three credits for the spring semester for which the assistantship is in effect. These credits cannot be combined for use during the Fall and Spring semesters. The benefit is available only to spouses who are not themselves eligible for remitted tuition as an employee.

No additional remitted tuition is provided to the spouse of a graduate assistant/associate for the summer, even if the graduate assistant/associate holds a summer appointment. However, if the spouse has not used the benefit which they were entitled to during the fall or spring semester, up to six unused hours may be applied to tuition for courses in the summer. Under no circumstances is the spouse's remitted tuition benefit transferable back to the graduate assistant/associate or to anyone else.

**Syracuse University employee remitted tuition benefits cannot be used concurrently by students who hold full or partial graduate scholarships/fellowships and/or departmental awards or appointments.

ELIGIBILITY

Eligible employees whose effective date of employment begins after the start of the academic year (fall semester) will be eligible for pro-rated remitted tuition benefits as follows:

Employment Date		**Employment Type	
		full time	part time
on or prior to 10/1	*	12 hours	6 hours
between 10/2 and 11/1	*	9 hours	4.5 hours
between 11/2 and 2/1	*	6 hours	3 hours
between 2/2 and 3/1	+	3 hours	1.5 hours
after 3/1		- NO BENEFIT -	

* up to 6 unused hours may be carried to summer
\+ up to 3 unused hours may be carried to summer

Employees' remitted tuition benefit ends with their termination or if their employment status changes to an ineligibility category as follows:

Termination Date	** Employment Type	
	full time	part time
on or prior to 10/1	- NO BENEFIT -	
between 10/2 and 11/1	3 hours	1.5 hours
between 11/2 and 2/1	6 hours	3 hours
between 2/2 and 4/1	9 hours	4.5 hours
after 4/1	12 hours	6 hours

Employees and spouses of employees who continue course work after termination of employment will be responsible for full or partial tuition depending on the termination date.

** for regular part-time faculty and their spouses contact Remitted Tuition.

USE OF REMITTED TUITION BENEFITS:

Remitted tuition credits may be applied to main campus and University College courses and to most non-credit Informal and Humanistic Studies courses at University College. The number of remitted tuition credits needed for non-credit courses is determined by the number of hours of class time: 1-15 hours equal one credit, 16-30 hours equal two credits, 31-45 hours equal three credits, etc.

RESTRICTIONS:

Remitted tuition may not be applied to the following courses or programs:

1. SUNY College of Environmental Science and Forestry
2. SUNY Health Science Center
3. English Language Institute
4. Project Advance
5. Individual instruction, such as music lessons

The University reserves the right to deny or restrict the use of remitted tuition for certain workshop courses, non-credit courses, and special programs.

Remitted tuition may be applied only against tuition charges; it may not be applied to fees such as the student activity fee or course fees. A remitted tuition processing fee of $10 is charged to all University College registrants for both credit and non-credit courses. REMINDER: All non-matriculated graduate students MUST register at U.C. They may NOT register on main campus.

Non-exempt employees may not take courses at times which conflict with their regular work schedule, i.e. they may not take courses during working hours and make up the missed time. This restriction applies during the fall, spring and summer semesters.

If you have any questions concerning the guidelines on the use of remitted tuition at Syracuse University, please contact Remitted Tuition, Bursar Office, (315) 443-3411.

2/93

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

POLICY MEMORANDUM NO. 3

POLICY ON REQUESTS TO TAKE OR AUDIT COURSES

Revised November 1987

The intent of allowing full-time staff members to take or audit courses offered at The University of Texas at Austin during his/her work day is staff development, either in terms of specific knowledge which will increase job performance or in terms of general education which will increase the person's overall value as a library employee.

Taking or auditing a course is a privilege and is subject to the approval of an employee's department head, division head and the Director of the General Libraries. Upon approval a full-time employee may register for or audit not more than a total of three semester hours of course work, per long session semester or summer session, in the hours from the beginning to the end of his/her work day. Work day applies to the specific work day of each individual, not necessarily the usual 8:00 a.m. to 5:00 p.m. office hours. This policy is based on the University's Quantity of Work Rule (7.10 of Handbook of Operating Procedures).

Any full-time employee must have six months current continuous employment in his/her position to be eligible to take or audit a course during work time. The reason for requiring six months service is to have the employee gain proficiency in his/her position before taking courses. The six months period is to be counted from the first day of employment in the present position to the day that classes begin. (Exceptions in the six months policy may be made in cases of General Libraries promotion/transfer employees, especially those working on a degree program.)

General considerations governing decisions to grant or refuse course requests include:

1. The work of the department should not be unduly interrupted. Reasons for refusal of an employee's requst might well be the workload of the department and of the individual, staffing levels, vacation schedules and special projects.

2. Committee or other special assignments are recognized as part of an employee's regular work; therefore, such assignments should not be the basis for refusal of course requests.

3. An employee may not take more than a total of three semester hours of course work, per long session semester or summer session in the hours from the beginning to the end of his/her work day.

Approval of requests will be based upon the following priorities:

1. Job-related: A request to take or audit a course which is definitely relevant to the employee's work and which would improve job performance is given highest priority.

2. Degree Programs: Staff members are encouraged to work toward degrees on the grounds that any degree will add to one's subject knowledge and, therefore, to job performance. (Work on an M.L.S. would be considered job-related.)

3. General Education: Included here is course work which will be of possible benefit to the library or the university or to the individual.

Employees taking self-paced courses or other courses for which class meetings are not regularly held will be given time off for examinations, required classes and the use of materials available only during the work day (e.g., rare books, manuscripts). The number of hours away from work must not exceed the number of hours that the class would ordinarily meet. The individual must arrange in advance for the necessary time off with his/her department head.

The employee taking or auditing a course will be required to report whether he/she completed it and what benefits were received. So that an employee who takes courses will receive recognition for his/her efforts, course requests and the follow-up report will be added to the employee's personnel file.

Recommended Revisions by:

Staff Development Committee, April 11, 1984
Robin Fradenburgh
Andrea Marr
Linda Ofshe
John Schiro
Bob Treppa
Linda Vice, Chair

Reviewed and approved by Staff Development Committee, 1987

Approved by Harold Billings, Director of General Libraries, November 11, 1987

11/11/87

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

PROCEDURE FOR IMPLEMENTATION OF THE POLICY ON REQUESTS TO TAKE OR AUDIT COURSES

1) Deadlines for submitting requests will be announced in the Library Bulletin, in the Library Calendar, and at department heads meetings and, thus, at departmental or unit meetings. Request forms and the Course Schedule will be distributed to all department heads. Additional forms, if needed, should be requested from the Library Office.

2) Employees will submit requests to the department head, who will make recommendations, rank the requests in priority order, and forward all requests at one time to the division head. All requests, whether approved or not, will be forwarded to the division head and then on to the director. Late requests will be given lower priority.

3) The division head makes recommendations and forwards the forms to the director who authorizes or disapproves requests.

4) The Library Office will send copies of the completed request form to the employee and to the department head.

5) Slight changes, e.g., time of class meetings, may be made by the department head. Reports of changes will be sent by the department head to the Library Office.

6) Soon after the end of each session, the Library Office will distribute to department heads course evaluation forms to be given to employees.

7) Completed course evaluation forms will be returned to the department head who will forward them to the Library office by the stated deadline for inclusion in the employee's personnel files.

11/11/87

REQUEST TO TAKE OR AUDIT A COURSE

Please read the General Libraries' POLICY ON REQUESTS TO TAKE OR AUDIT COURSES prior to making a request.

NAME:_____ **SESSION:**_____

POSITION:_____ **CAMPUS ADDRESS:**_____

COURSE (name & number):_____ **SEMESTER HOURS:**_____

DAYS & HOURS COURSE MEETS:_____ **CREDIT ( ) AUDIT ( )**

PURPOSE OF COURSE:

( ) Job-related. If so, explain:_____

( ) Degree program. If so, specify:_____

( ) Other. Explain: _____

HISTORY OF PREVIOUS COURSE REQUESTS:	date	request refused	credit rec'd sem. hours	audited	course not completed

_____
Signature of Applicant / Date

Recommendation of Department Head: Approved ( ) Disapproved ( )

_____ Departmental priority rank

Comments:

_____
Signature of Department Head / Date

Recommendation of Division Head: Approved ( ) Disapproved ( )

Comments:

_____
Signature of Division Head / Date

Disposition: Approved: ( ) Disapproved ( )

_____
Signature of Director / Date

Rev. 11/87

THE UNIVERSITY OF TEXAS AT AUSTIN
THE GENERAL LIBRARIES

COURSE EVALUATION FORM

As a full-time employee of the The General Libraries of the University of Texas, you were given permission to take a course on library time, with the understanding that the library would follow up on your progress at the end of the semester. Please fill out this form and return it to your department head by:_____

NAME: _____ SESSION: _____

POSITION: _____ CAMPUS ADDRESS: _____

COURSE (name & number): _____ SEMESTER HOURS: _____

NAME OF INSTRUCTOR: _____

1. Did you attend the course for the entire semester? Yes ( ) No ( )
   If not, please explain why:

2. Did you receive credit for the course or did you audit? Credit ( ) Audit ( )
3. Please give a brief evaluation of the course;
   a) the content of the course:

   b) the quality of instruction:

   c) its relevance to your work or degree program or other benefits you received:

_____
Signature / Date

Routing:
1) To Department Head
2) To Employee
3) To Department Head
4) To Library Office, PCL 3.200

Rev. 11/87

University of Toronto

MANUAL OF STAFF POLICIES

Section: GENERAL	Code Number: 2. 02. 07
Item: Tuition Waiver for Dependants	Page 1 of 2
Governing Council Policy Approval Date: March 1978	
Manual Issue Date: October, 1987	Replacing: July 1, 1983

INTRODUCTION

In order to assist staff members who have dependants of University age or dependants who, at a later age, wish to pursue University studies, the University will extend to the dependants of such staff members a waiver of the academic tuition fee for specific University of Toronto programmes. The terms and conditions of this staff benefit are described below.

TERMS OF REFERENCE

- A dependant must have met the admission requirements for the qualifying programme$nd have followed the normal procedures regarding application for admission and registration before application is made for tuition to be waived under this policy.
- For the purposes of this policy, "dependants" shall mean a son, daughter or spouse of an eligible staff member.
- "Academic tuition fee" by definition excludes application, registration, service, examination and other incidental fees.

ELIGIBILITY

This benefit is available to:

Staff: All staff members of the University and faculty members of the Federated Colleges (as described in the Memorandum of Understanding) holding regular staff appointments whether full-time, part-time of 25% or more, or sessional. In the case of part-time staff members, the benefit will be pro-rated in accordance with the part-time appointment.

The benefit will also be available to staff members on leave with salary and may be available to staff members on leave without salary in accordance with the policy on BENEFIT PLANS, Continuation of Benefit Plans While on Leave (2.02.03).

Student: Dependants proceeding towards a degree or certificate in a qualifying programme (not special students). Qualifying programmes are described under Provisions (below).

PROVISIONS

The academic tuition fee waiver is applicable to programmes which lead to a first undergraduate degree or certificate and which do not require prior undergraduate preparation since admission is normally gained directly from high school. Eligible dependants enrolled in these programmes will have their academic tuition fee waived for each academic year of the programme until the degree or certificate is awarded.

The waiver is not applicable to the following:

All programmes in: Dentistry
Education
Law
Medicine
Royal Conservatory of Music
School of Graduate Studies
Library Science
OISE
Management Studies
Social Work
School of Continuing Studies

Woodsworth College Diplomas
Transitional Year Programme
Pre-University Programme

Where a student receives a scholarship which provides for the payment of fees, the terms of the scholarship will apply prior to any waiver of tuition under this policy.

PROCEDURE

The staff member and student should complete and sign two copies of the Dependant's waiver form. These forms should then be presented for approval to the Human Resources Department by mail or in person to certify that the employee is eligible for the waiver as requested.

Once approval has been received a copy should be presented with the fees invoice and payment for all other fees to the Fees Department (or College Bursar if the student is enrolling in a Federated College).

Administration of this Policy

Questions and requests for interpretations of the policy should be referred to the Human Resources Department.

All application forms may be obtained from the departmental administrative offices or the Human Resources Department.

Issue Date: October, 1987

UNIVERSITY OF WATERLOO POLICY

Number: 24
Effective Date: January 1, 1987
Cancels: September 2, 1980

SUBJECT: TUITION BENEFIT FOR CHILDREN OF FACULTY AND STAFF #24

I. GENERAL

The University will provide a tuition benefit for the children of regular full-time faculty and staff members of the University of Waterloo. For purposes of this policy, children are defined to include step-children and legally adopted children; a regular full-time faculty member is a faculty member with a regular full-time appointment for two or more terms; a regular full-time staff member is a staff member with an appointment for one year or more or with an indefinite appointment where there is reasonable expectation of one year or more duration. Also for purposes of this policy, members on approved Reduced Work Load appointments are considered full-time faculty and staff.

II. TUITION BENEFIT

Children of regular full-time faculty and staff members enrolling in UW degree-credit programs or courses will be eligible for one of the following tuition benefits for a combined total of up to the normal number of terms of full-time study required for each UW degree pursued. Tuition benefits will apply only to tuition fees which for purposes of this policy are deemed to include co-operative program or internship fees, where applicable, in addition to basic tuition fees. All other fees or charges are payable in full.

A. Tuition Scholarships

Entering full-time undergraduate students with a minimum final average of 70% in the courses on which admission was based are eligible to receive a scholarship in the amount of one-half the tuition fee per term, renewable as specified above provided that good academic standing is maintained. Similarly, entering full-time graduate students who satisfy the minimum admission requirements for their program as stated in the University Graduate Calendar are eligible to receive a scholarship in the amount of one-half the tuition fee per term, renewable as specified above provided that good academic standing is maintained.

In each instance good academic standing is that which enables the student to proceed without condition as defined in the Faculty or University regulations for the academic program in which the student is registering.

Students who do not qualify for this benefit upon entry shall subsequently become eligible following a full academic year (two terms for undergraduate students, and three consecutive terms for graduate students) in which they have achieved good standing in their program of study.

B. Tuition Reduction

Students who do not qualify to receive a tuition scholarship are eligible to receive a 50% reduction in tuition fees, per term, subject to the maximum number of terms indicated above and item III.E. below.

When tuition reduction requests have been accepted, one-half of the tuition fee will be an institutional benefit expense, which may be taxable to the employee.

Note: In some instances a tuition scholarship can reduce the amount of other concurrently held scholarships or of government student financial assistance. The faculty or staff member whose child qualifies for a tuition scholarship as described in II.A. may therefore elect for a given term or terms to receive instead the tuition reduction benefit described in II.B.

III. ELIGIBILITY

A. Eligibility for tuition benefit will continue only as long as the requesting faculty or staff member is on the payroll of the University of Waterloo in a full-time capacity (this includes bona fide leaves of absence and sabbaticals).

B. Retired faculty or staff members and faculty or staff members receiving disability benefits under the University's disability benefit insurance program will be treated, for purposes of this policy, as though they are still on the University's regular payroll.

C. Children of deceased faculty or staff members will be eligible for tuition benefit as described in II. above, in cases where the faculty or staff member qualified for children's tuition benefit at the time of death. The specific benefit applying to such children will be the benefit in effect at the time application for the benefit is made should there be changes in this benefit.

D. When a faculty or staff member terminates employment with the University of Waterloo after the date of registration has passed and classes have commenced, the University will continue the benefit for that academic term.

E. The tuition benefit is available only once for any course or term. When a term or courses are repeated, the full tuition will be payable by the individual.

Note: See Policy 4 re: Tuition Benefits for Faculty and Staff.

UNIVERSITY OF WATERLOO POLICY

Number: 55
Effective Date: March 1, 1976
New

SUBJECT: STUDY LEAVES FOR STAFF MEMBERS

The University recognizes that it may be of benefit to the University, as well as to the individual, to grant study leaves (with full or partial salary) to staff members. "Study leaves", as used in this policy, are of longer duration than the usual conference or short courses which may be attended by staff members with the approval of their department head.

Due to the considerable diversity of potential requests and the variable circumstances that can obtain in the department or group concerned, no attempt is made in this policy to provide any detailed guidelines for the granting of requests for paid study leave. Requests will be judged on the ultimate benefit to the University.

Any staff member who wishes to request a paid study leave should make his or her request in writing to his or her immediate supervisor. Recommendations are required from each level of supervision. Although it is understood that the granting of study leaves must be a matter of judgment in individual cases, the Personnel Department will maintain a cumulative record of University prior decisions and will be required to offer guidance to supervision which will assure consistent treatment of staff members in all sectors of the University.

The President must give final approval to the terms and conditions of the leave.

UNIVERSITY OF WATERLOO POLICY

Number: 4
Effective Date: May 1, 1991
Cancels: April 4, 1989

SUBJECT: BENEFITS TO FACULTY AND STAFF UNDERTAKING PART-TIME EDUCATIONAL PROGRAMS #4

I. *GENERAL*

The intent of this policy is to provide encouragement and financial assistance to faculty and staff members wishing to undertake educational programs.

II. *PERSONNEL COVERED*

This policy shall apply to regular full-time faculty and staff members, including those on reduced work load or full-time definite-term appointments of one year or more. It shall also apply to regular part-time faculty and staff members whose commitment to the University is at least one third that of a full-time employee.

III. *EDUCATIONAL BENEFITS AND FUNDS SOURCE*

As defined in section II. above, regular full-time faculty and staff members enrolling in University of Waterloo degree-credit programs or courses will be eligible for an educational benefit equal to 100% of the tuition fee. Similarly, the benefit for regular part-time faculty and staff members will be 50% of the tuition fee for at most two courses per term. These benefits will be university expenses.

Faculty or staff members enrolling in courses at educational institutions other than the University of Waterloo will be eligible for an educational benefit equal to the tuition fee only if the Department Head determines that the course is directly related to the individual's current assignment or planned future assignment. This benefit will be paid by the department.

IV. *RELEASE FROM NORMAL DUTIES*

The Department Head will decide whether time off during normal working hours to attend courses can be granted.

Where the course is related to the present assignment or planned future assignment, time off will be granted; otherwise the time off will be made up.

V. *PURCHASE OF BOOKS*

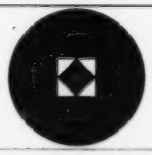
The purchase of books or other materials will be the responsibility of the faculty or staff member, except where they are considered to be of continuing value as references within that member's department and the Department Head approves of their purchase, in which case, the materials will remain the property of the department.

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

Selected Readings

Financial/Retirement Issues:

Geisel, Jerry. "New 401 (k) Plan Rules to Hike Employer Costs." *Business Insurance* 25 no. 33 (August 19, 1991): 3-5.

Sabatiel, Nancy and Henry von Wodtke. "401 (k) Keeps Status as America's Favorite Employee Benefit." *Pension World* 27 no. 11 (November 1991): 14-18.

Health Care Issues:

Kersting, Paul D. "Employers Wrestle with Future of Employee Health Benefits." *Pension World* 25 no. 2 (February 1989): 38-40

Roberts, Sally. "Buyers Leery of Health Reform Impact on Benefit Systems." *Business Insurance* 27 no. 14 (March 29, 1993): 3-5.

Thompson, Roger. "Employers' Costs for Employees Soar." *Nation's Business* 80 no. 5 (May 1990): 62-63.

Education Issues:

Schachner, Michael. "Family Benefits Will Be the Wave of the Future: Scholar." *Business Insurance* 24 no. 44 (October 29, 1990): 19.

"Should You Attach Strings to Education Perks You Give?" *Profit-Building Strategies for Business Owners* 20 no. 9 (September 1990): 10-12.

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